

Written Guidelines and Expectations of Biol UTAs Template

1. UTA Responsibilities: *Overall duties, attendance in course meetings, office hours, communications with students, assistance with grading, leadership in discussions/labs, timing of TA-instructor meetings.*

- UTA # 1
 - Responsibility 1
 - Responsibility 2
 - Responsibility 3
- UTA # 2 (if there is more than one UTA in your course with differing responsibilities)
 - Responsibility 1
 - Responsibility 2
 - Responsibility 3
- etc.

2. Learning Objectives (choose 1 or more of the following, or write your own specific to your course). *As per [University UTA Guidelines](#) adopted for UTAs in that semester. Instructors are asked to adopt one or more learning objectives for UTAs in their course. Learning objectives are statements that describe what UTAs should be able to do by the end of their tenure in your course. The CCC has a recommended list for instructors to include as they see fit within their UTA cohort, or instructors may develop a learning objective for UTAs specific to their course. While you may start considering what these learning objectives may be for your course, you may also consider having a conversation with your UTAs and developing these together.*

- Critically reflect on their teaching practices and any biases to support and engage all students in the learning process;
- Collaborate with instructors on improving course learning goals and creating equitable teaching and learning environments by giving and receiving critical course feedback;
- Create a community of learners across course TAs, students, and instructors;
- Identify and effectively communicate key concepts in their respective course(s) with students;
- Develop professional skills such as problem solving, critical thinking, ethical conduct, mentorship, and time management;
- Effectively engage with course concepts to enhance their own learning;
- Incorporate teaching and disciplinary skills to their everyday lives.
- Other: _____

3. Workload Statement: *UTA time commitment weekly and/or over the course of the semester.*

- (Must include) All new Biol UTAs are **required** to attend the [Sheridan Center Undergraduate Teaching Assistant Orientation](#) and will be compensated for their time by the Biology Undergraduate Education office. Any returning Biol UTA is encouraged to attend the orientation for their continued development.
- Include additional bullets pertaining to workload specific to course
- etc.

4. Compensation Statement: *(Must include) UTAs will be contacted by Kathy Patenaude to be entered into the payroll system. Students are responsible for entering hours and adhering to payroll policies and procedures emailed to them at the start of the semester.*

UTA Signature: _____

Date: _____

UTA Signature: _____

Date: _____

UTA Signature: _____

Date: _____

UTA Signature: _____

Date: _____

UTA Signature: _____

Date: _____

Instructor Signature: _____

Date: _____