

**Teaching Assistant (or Teaching Fellow)- Faculty Agreement**

<b>Course:</b>	
<b>Faculty Instructor:</b>	
<b>Teaching Assistant/Fellow:</b>	
<b>Year and term:</b>	
<b>Course Meeting Time &amp; Location:</b>	

**Total TA Hours per Course (Weekly):**

**Preparedness:**

*Example: Please complete all of the readings for the course and watch all of the videos and films as the students are watching them.*

**Lecture Attendance:**

*Example: Attendance is not mandatory, except on the days where students are presenting and during those days it would be great if you can have your camera on. Since you have attended classes in the prior semester, you are up to speed on content, but you can choose to come when you want.*

**Office Hours:**

*Example: Please schedule 2 hours per week that you will be available to meet with students.*

**Meet with Instructor:**

*Example: We will meet weekly or some other various schedule.*

**Email:**

*Example: Please respond to student emails.*

**Lecturing:**

*Example: You will be required to lecture at least once this semester. You will be in charge of content that day, and participation points.*

**CatCourses Engagement:**

*Example: I will be in charge of uploading materials and creating modules. You will primarily be in charge of the discussion post sections, grading but also can respond to students and upload relevant contemporary events to discussion pages.*

**Assignments and Grading**

Faculty should specify how assignments will be delivered, what the time frame expectation for grading them is, and provide rubrics for each assignment. Indicate if they will be expected to maintain student records (i.e. grades).

*Example: All assignments for this course will be turned in via CatCourses. Please grade all assignments using CatCourses and return them to students within two weeks.*