

Questions to ask the instructors upfront

What is your expectation of me as a TA in this course?

What will my responsibilities be?

In-class activities

LECTURE

- Attending lectures
- Recording attendance
- Taking notes
- Leading discussion
- Giving review session before exams
- Invigilation
- Others:

LAB/TUTORIAL

- Lab demonstrations
- Giving Lecture
- Others:

After-class activities

With STUDENTS

- Holding regular office hour
- Drafting/ revising grading criteria (e.g. marking scheme/ rubrics)
- Marking & Grading
- Preparing quizzes, exams or handouts
- maintaining online resources for students

With INSTRUCTOR

- Attending regular TA meetings
- reporting common student errors or difficulties
- Others:

How often will we meet to discuss the course? *If there are multiple TAs, will we meet to discuss how to coordinate our activities?*

How many hours, on average, should I expect to devote to this course? *How much will that fluctuate over the semester? Do you have any suggestions about how I can be most efficient?*

What are the grading methods in this course? *How will the final grades be determined?*

In what ways will my work be evaluated? *Will I receive feedback from you and/or students about my performance?*