

Teaching Assistant Duties and Responsibilities American Culture Studies (ACS) at BGSU

Graduate students with teaching assistantships in ACS may be instructors of record, that is, teach their own courses and be responsible for course content, delivery, interaction, and student evaluation, or may assist faculty members in one or more elements of a course for which the faculty member is ultimately responsible.

Teaching assistants are only responsible to work the number of hours per week stipulated by their contracts. There may be some weeks that the number of hours necessary to complete assistant tasks (for example, grading assignments or exams) may exceed the stated number of hours; these must be balanced by reduced hours on other weeks. Teaching assistants are not expected to be present during BGSU holidays or breaks.

The following list is representative of the duties and responsibilities of a Teaching Assistant, but this list is not all-inclusive, nor is every Teaching Assistant responsible for all of the below. Should the Teaching assistant not be an instructor of record, duties and responsibilities are subject to modification at the discretion of the supervising instructor. Some graduate assistants may work in both teaching and research capacities in the same semester, even though they may be classified as “Teaching” or “Research” for the purposes of payroll. If that is the case, graduate assistants shall receive clear guidelines at the beginning of the semester as to what allotments of their time are to be dedicated to research and teaching, respectively. For further clarification, Teaching Assistants should consult their supervising instructor, the ACS Director, and/or their GA contract.

Typical Teaching Assistant Duties and Responsibilities:

- Attends all classroom sessions and records notes from in-class lectures. For web-based or hybrid classes, this includes being responsible to be aware of online content and interaction.
- Evaluates student performance, including grading exams, quizzes, assignments, and papers. Meets with course instructor and assists in determining grading criteria. Tracks and records individual and overall course grades in multiple formats, including but not limited to entering grade results in spreadsheets or on the online learning management system (LMS). Provides and records student grades for Early Warning, Midterm Reporting, and Final Grades according to established deadlines.
- Tracks and records student class attendance.
- Maintains course LMS site, including but not limited to posting assignments, editing and posting notes and/or slide shows for student access, and entering grades as assigned.
- Maintains weekly office hours to communicate in person with students as needed. Receives and promptly responds to student inquiries regarding grades, assignments, attendance, and course material.
- Plans, schedules, and facilitates review sessions for exams as requested by course instructor.
- Delivers and retrieves books to/from the campus facilities for course reserves and/or other reasons as assigned.

- Meets regularly with instructor to discuss assignments and classroom issues.
- Periodically delivers classroom lectures or designs online content as assigned by the course instructor.
- Demonstrates respect to and cooperation with the course instructor inside and outside of the classroom.
- Performs other duties as assigned by course instructor.

Note: teaching assistants are not expected to perform tasks either academic or non-academic that are not related to the particular course(s) to which they are assigned.