

## Duties and workload of Math (114, 221, 376, etc) TAs of 62.5% Time

This document is to gather all possible duties of the Math TAs who teach discussion sections under the supervision of a faculty/staff lecturer. A few activities depend on the specific course and lecturer. The percentage distribution is meant to be practical, and it varies with the experience of a TA. The following workload of **62.5% time** is for domestic TAs who will teach two discussion sections in fall 2015. A TA with 62.5% appointment will have **60** students instead of 48 students for a 50% TA.

The workload is for 450 hours, or 62.5% time.

- Attending lecture (45 hours) and leading discussion (60 hours)
- Preparation (75 hours)
  - review course material from lecture, notes and/or textbook (30)
  - prepare worksheets, group work problems, and more challenging problems (18)
  - write own quizzes (11)
  - make copies (1)
  - write own solutions (15)
- Grading (120)
  - exams and make-up exams (65)
  - quizzes (35)
  - homework (10)
  - enter grades of HW, quizzes, and exams (10)
- Proctoring (5)
  - exams (4)
  - make-up exams (1)
  - McBurney exams (0)
- Administration (55)
  - answer emails for appointment and quick math questions (40)
  - meet with lecturer (9)
  - maintain a website, troubleshoot technical issues if online homework (6)
- Meeting students outside the classroom (75)
  - office hours (45) and non-regular meetings with students (14)
  - review sessions for exams (16)
- MathLab (15)