TA DUTIES & RESPONSIBILITIES

Please review the following items with the instructor of your assigned course and return signed to Larry before class begins.

Classroom duties will include:

☐ Preparing course materials (e.g., solutions, web pages, etc.)
☐ Preparing for and conducting recitations
☐ Attending course lectures
☐ Holding office hours
☐ Proctoring examinations
☐ Assisting in grading examinations and quizzes
☐ Assisting in grading assignments
☐ Maintaining course records
☐ Preparing and maintaining ABET course binders
☐ Other: _____________________________________________________________

Additional laboratory & design duties:

☐ Attending laboratory training and safety sessions (likely prior to the first day of instruction).
☐ Set up lab prior to lab session
☐ Clean up lab after lab session
☐ Preparing for, instructing, and supervising groups of students performing experiments
☐ Being available outside of laboratory to assist students
☐ Grading laboratory reports
☐ Holding design laboratory hours
☐ Assisting and supervising students performing design
☐ Assisting in design performance and report evaluation
☐ Other: _____________________________________________________________

UCLA policy is that TAs may not be given sole responsibility for the content of a course, selection of assignments, planning of exams, or grading, nor are they to be used exclusively as readers.

Teaching Assistant Signature: ___________________________ Date __________________

Instructor Signature: ___________________________ Date __________________