**Teaching Assistant Assignment Form**

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| Academic Year |  | Module | |  | Course Title | |  | | | |
| Instructor’s Name |  | | TA’s Name |  | | TA’s student ID | | |  | |
| The following information must be filled by the instructor. Please provide your most accurate and sincere estimate of TA’s responsibility for your course. Make sure your TA fully understands his or her responsibility. Your assessment will be used to determine the salary for your TA.  (100% for 4~5Y’s, 75% for 3 Y’s, 50% for 2 Y’s, and 25% for 1 Y) | | | | | | | | | | |
| List of Possible Tasks for the TA | | | | | | | | Y/N | | Notes |
| Will the TA provide general support for the class including attending classes, marking students’ attendance, preparing lecture materials, and proctoring the exam? | | | | | | | | Y | | This is mandatory responsibility for all TAs. |
| Will the TA collect data or produce lecture slides? | | | | | | | |  | |  |
| Will the TA hold regular weekly office hours or discussion sessions? | | | | | | | |  | |  |
| Will the TA grade homework assignments or papers? | | | | | | | |  | |  |
| Will the TA grade the exams or final projects? | | | | | | | |  | |  |
| Are there any extra responsibilities of the TA, which are not listed here? Then, please list them here. Please be specific as possible. | | | | | | | | | | |

TA’s Signature

Date:

Instructor’s Signature

Date: