

Teaching Assistant Procedures

The procedures for the major tasks and components of your job as a Teaching Assistant in the Department of Statistics and Actuarial Science are outlined below.

We recognize that you have other important responsibilities in your own studies. So remember that being a Teaching Assistant is a part-time job and it is your responsibility to carry it out responsibly!

At the start of your contract:

- x Unless you have done so, you need to fill out all necessary payroll forms (i.e. for banking institutions for if you are being appointed for the first time) and sign your contract
- x Pick up your course materials from Charlene Bradburn in General Office.
- x Set your regular weekly office hours (telephone and/or online) as discussed with the course instructor and let Charlene and the students know about this
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 - x Clarify standards, expectations and evaluative criteria for your assignment.
 - x Clarify policy regarding the use of tutors and others to assist students with their work.
 - x Establish guidelines for the best use of your time.
 - x with the General Office regularly for messages, assignments, notices, and so forth.
- x Mark and return assignments according to the policy established by the course instructor or workshop coordinator
- x Do not be late for your tutorial, workshop hours and your office hour.
- x Invigilate and return exams, if applicable. Be very punctual regarding these tasks.
- x Inform the course instructor at your earliest convenience about any emergency you are unable to hold office hours or mark and return assignments promptly.

Be particularly attentive regarding your duties during the last week of classes and during the examination period.