



The University of Texas at Austin  
Department of Mathematics  
College of Natural Sciences

**GRADUATE TEACHING ASSISTANT GUIDELINES**  
**Academic Year 2022-2023**

**Note on COVID-19 and course modality**

Teaching Assistants are expected to respond flexibly to policies determined by the department with respect to course modality and COVID-19.

As of Fall 2022, TAs are expected to carry out appropriate duties (including leading discussion sessions and proctoring exams) in person. Office hours may be conducted on Zoom, Piazza, or in person, but the TA should consult the instructor concerning the appropriate modality for office hours in a particular course.

TAs are welcome to wear a medical mask while teaching, but may not require others to mask.

Changes in modality to prevent the spread of Covid during a semester, and reversions to the default policy, may be required at the discretion of the department and faculty (consistent with university and CNS policy). For example, during a surge of a new Covid variant, you might be required to teach via Zoom, including managing chat and breakout rooms.

Instructors may integrate other software platforms into the class, to facilitate discussions or other activities, and TAs are expected to respond flexibly. TAs may not introduce alternative software platforms themselves without written permission from the instructor.

We will respect the needs of TAs who have obtained workplace accommodations through UT for personal medical conditions or disabilities, including accommodations for high Covid risk. If you have health concerns arising from your employment as a TA, we encourage you to come forward to discuss them.

Please be mindful of healthy behaviors you can practice to keep yourself and others healthy. If you become exposed or have tested positive for Covid, refer to the [exposure action chart](#).

**Note on Title IX and consensual relationships**

We expect a high standard of personal conduct from TAs.

In accordance with federal and state law, the university prohibits discrimination on the basis of sex, including sexual harassment, and encourages students, faculty, staff and visitors to promptly report sex discrimination and sexual harassment. A TA is considered a mandatory reporter required to report incidents of alleged prohibited conduct under Title IX to the university. These issues are covered in the required UTLearn training module “Title IX Basics”.

The University prohibits any student employee from engaging in a consensual relationship with any student whom they teach, manage, supervise, advise, or evaluate in any way. It is critical that you report any consensual relationship with a student in your class *immediately* so that we can rearrange your duties.



## **Guidelines by course**

### **M 305G**

TA appointment is 20 hours per week. Duties are as follows:

- Attend lectures (3 hours per week.)
- Lead discussion sections (3 hours per week.)
- Hold office hours. (3 hours per week.)
- Help with proctoring and grading exams. (Hours per week will vary.)

*Please note the following regarding this assignment:*

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
- Contact Tan Thai (tanthai@math.utexas.edu) for textbooks with title, author, edition, ISBN if available. Always include your UT EID.

### **M 408C/D**

### **M 408M**

### **M 408N/S**

### **M 408Q/R**

TA appointment is 20 hours per week. Duties are as follows:

- Lead discussion sections (4 hours per week.)
- Staff CalcLab (1 hour per week.)
- Provide an additional 3 hours per week of student contact, chosen at instructor's discretion from these options: (a) attend lecture(s) (b) hold office hour(s), (c) spend additional time staffing CalcLab
- Coordinate homework grading (when undergraduate graders are assigned). (Hours per week will vary.) Note that graduate TAs are not responsible for grading quizzes or homework. If undergraduate TAs or graders are not available, we highly recommend the use of Quest.
- Help with proctoring and grading exams (hours per week will vary). TAs should not be expected, on average over the course of a semester, to grade more than half of the problems on tests and final exams. Moreover, the instructor must supply a rubric for test or exam problems to be graded by the TA.

*Please note the following regarding this assignment:*

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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### **M 408K/L**

TA appointment is 20 hours per week. Duties are as follows:

- Lead discussion sections (4 hours per week) using standardized worksheets that will be available on Canvas.
- Staff CalcLab (1 hour per week.)
- Provide an additional 9 hours per week of student contact, chosen at instructor's discretion from these options: (a) attend lecture(s) managing the chat or breakout rooms, (b) hold office hour(s), (c) spend additional time staffing CalcLab

*Please note the following regarding this assignment:*

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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### **M 427J/L**

TA appointment is 20 hours per week. Duties are as follows:

- Attend lectures managing the chat or breakout rooms. (3 hours per week.)
- Lead discussion sections (2 hours per week.)
- Hold office hours (2 hours per week.)
- Grade quizzes. (3 hours per week.)
- Coordinate homework grading (when undergraduate graders are assigned). (Hours per week will vary.)
- Help with proctoring and grading exams (hours per week will vary). TAs should not be expected, on average over the course of a semester, to grade more than half of the problems on tests and final exams. Moreover, the instructor must supply a rubric for test or exam
- problems to be graded by the TA.

*Please note the following regarding this assignment:*

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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**M 340L**

TA appointment is 20 hours per week, with each TA responsible for three sections of course. Duties are as follows:

- Attend lectures (4 hours per week – two lectures of each course per week.)
- Hold office hours (4 hours per week.)
- Help with proctoring and grading exams and quizzes. (Hours per week will vary.)
- Coordinate homework grading (when undergraduate graders are assigned). (Hours per week will vary.)

*Please note the following regarding this assignment:*

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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**M 325K**

**M 341**

**M 346**

**M 348**

**M 358K**

**M 368K**

**M 378K**

When available, TA appointment is up 10 hours per week, based on enrollment. Duties are as follows:

- Grade homework
- Hold hours if requested to do so by the instructor (not to exceed 20% time – i.e. 2 hours per week for a 10 hour appointment).

*Please note the following regarding this assignment:*

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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### **M 362K**

TA appointment is 20 hours per week, with each TA responsible for up to three sections of course. Duties are as follows:

- Hold office hours (2 hours per section for 6 total hours per week); Instructor will provide homework key to support homework review questions.
- Help with proctoring and grading exams (including the final); TA will be responsible for grading 1/2 - 2/3 of exams (hours per week will vary). Moreover, the instructor must supply a rubric for test or exam problems to be graded by the TA.

*Please note the following regarding this assignment:*

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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### **M 362K – IBL (Inquiry-Based Learning)**

TA appointment is 20 hours per week. Duties are as follows:

- Attend every lecture and help students who are working in small groups and aid in the logistics of the class.
- Lead an independent inquiry project for each student (could be small groups) outside of class. This would be 10% of the student's final grade. Please discuss with Instructor for examples of past projects.
- Coordinate work of LA and/or grader.
- Hold office hours as needed.

*Please note the following regarding this assignment:*

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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**M 365C/D**  
**M 367K/L**  
**M 372K,**  
**M 373K/L**

When available, TA appointment is up to 10 hours per week, based on enrollment. Duties are as follows:

- Grade homework.
- Hold office hours if requested to do so by the instructor (not to exceed 20% time — i.e. 2 hours per week for a 10 hour appointment).

*Please note the following regarding this assignment:*

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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**M 380C/D**  
**M 381C/D**  
**M 382C/D**  
**M 383C/D**  
**M 385C/D**  
**M 387C/D**

TA appointment is 20 hours per week. Duties are as follows:

- Provide grading assistance.
- Hold office hours if requested to do so by the instructor (3 hours per week).

*Please note the following regarding this assignment:*

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- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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