



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

GRADUATE TEACHING ASSISTANT GUIDELINES
Academic Year 2021-2022

M 305G

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

- Attend Zoom lectures managing the chat or breakout rooms. (3 hours per week.)
- Lead discussion sections via Zoom. (3 hours per week.)
- Hold office hours via Zoom and/or Piazza. (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.
- TAs are not expected to have any in-person meetings with students.

M 408C/D M 408M M 408R M 408N/S

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

- Lead discussion sections via Zoom. (4 hours per week.)
- Staff CalcLab via Zoom. (1 hour per week.)
- Provide an additional 3 hours per week of student contact, chosen at instructor's discretion from these options: (a) attend Zoom lecture(s) managing the chat or breakout rooms, (b) hold Zoom office hour(s), (c) spend additional time staffing CalcLab, (d) hold Piazza office hour(s).
- 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.
- Contact Tan Thai (tanthai@math.utexas.edu) for textbooks with title, author, edition, ISBN if available.
- TAs are not expected to have any in-person meetings with students

M 408K/L

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

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

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.
- TAs are not expected to have any in-person meetings with students.

M 427J/L

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

- Attend Zoom lectures managing the chat or breakout rooms. (3 hours per week.)
- Lead discussion sections via Zoom. (2 hours per week.)
- Hold office hours via Zoom and/or Piazza. (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.
- Contact Tan Thai (tanthai@math.utexas.edu) for textbooks with title, author, edition, ISBN if available.
- TAs are not expected to have any in-person meetings with students.

M 340L

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

- Attend Zoom lectures managing the chat or breakout rooms. (4 hours per week – two lectures of each course per week.)
- Hold office hours via Zoom and/or Piazza. (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.
 - Contact Tan Thai (tanthai@math.utexas.edu) for textbooks with title, author, edition, ISBN if available.
 - TAs are not expected to have any in-person meetings with students.
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M 325K, M 341, M 346, M 348, M 358K, M 368K, M 378K

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

- Grade homework
- Hold Zoom or Piazza 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.
- Contact Tan Thai (tanthai@math.utexas.edu) for textbooks with title, author, edition, ISBN if available.
- TAs are not expected to have any in-person meetings with students.

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 Zoom 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.
- Contact Tan Thai (tanthai@math.utexas.edu) for textbooks with title, author, edition, ISBN if available.
- TAs are not expected to have any in-person meetings with students.

M 362K – IBL (Inquiry-Based Learning)

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

- Attend every Zoom lecture and help students who are working in small groups and aid in the logistics of the class. TAs are expected to help manage the chat and breakout rooms.
- 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 Zoom 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.
- Contact Tan Thai (tanthai@math.utexas.edu) for textbooks with title, author, edition, ISBN if available.
- TAs are not expected to have any in-person meetings with students.

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 Zoom or Piazza 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.
- Contact Tan Thai (tanthai@math.utexas.edu) for textbooks with title, author, edition, ISBN if available.
- TAs are not expected to have any in-person meetings with students.

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 Zoom or Piazza office hours if requested to do so by the instructor (3 hours per week).

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.
- TAs are not expected to have any in-person meetings with students.