



## **GA/TA – Instructor Question Checklist**

The GA/TA checklist includes a list of questions that GAs/TAs can pose to their course instructor to better understand their role and expectations.

Below is a list of questions to discuss with the course instructor.

### **Roles and Expectations**

- What is my role in this course?
- What responsibilities will I have?
- Am I expected to attend weekly lectures, labs, or tutorials?
- Who do I contact if I am unable to fulfill my duties (e.g., illness, emergency)? Instructor? Secretary?
- Are there specific times in the semester that you anticipate being busier than others?
- How should I track my hours worked?
- Do you want regular updates on the hours I've worked?
- Am I expected to hold office hours? If so, where, when, and how often?
- Is there any software or equipment I need to be familiar with?

### **Course and University of Windsor Policies**

- What type of assistance can I provide students during office hours?
- Are there any course or university policies I should be aware of?
- If I suspect or have concerns about academic integrity, what should I do?
- What are the policies for this course regarding assignment extensions, accommodations, and make-up tests? Who should students contact about this?

### **Grading**

- What are my grading responsibilities for this course?
- Are any assessments graded on Brightspace?
- Will I be using rubrics and/or marking guides to evaluate students' work?
- Where do I enter grades?
- Will students be given the grading criteria (e.g., rubric or marking guide) for assessments?
- How much time is allocated for grading and what are the procedures for handling disputed grades?



# GATA Network

CENTRE FOR TEACHING & LEARNING

## **Brightspace**

- Will I be responsible for using the course Brightspace site to post course content, communicate with students, send announcements, grade, etc.?
- Will I be responsible for entering grades on Brightspace?

## **Communication**

- Do you expect regular communication between us? If so, how should I communicate with you (e.g., email or another method). How often should we communicate?
- Will there be an area in the course for students to ask questions (e.g., discussion board)? Am I responsible for answering those questions?
- What is a reasonable turnaround time for answering student questions and emails?
- Am I expected to communicate with other GA/TAs in the course about grading practices and/or other course matters?
- Will we have any meetings to discuss how things are going during the course? Will these occur online or in-person?