



The Department of City and Regional Planning hires students as teaching assistants or as graders.

- **Teaching assistants** have responsibilities beyond just grading and are expected to work throughout the semester for **15-20 hours per week** on average. Teaching assistantships cover full tuition, insurance and carry a monthly stipend.
- **Graders** are only responsible for grading student work. They work on an hourly basis and only when assignments need to be graded. Graders earn an hourly stipend but do not receive tuition or insurance benefits.

TEACHING ASSISTANTS

You have been hired as a **Teaching Assistant** for

(course)

The instructor of record for this course is

Course schedule (pick the appropriate type)			Day(s)	Time Start	Time End	You will be required to (mark as appropriate)		
Lecture	Lab	Recitation				Attend	Lead	Neither
Lecture	Lab	Recitation				Attend	Lead	Neither
Lecture	Lab	Recitation				Attend	Lead	Neither
Lecture	Lab	Recitation				Attend	Lead	Neither
Lecture	Lab	Recitation				Attend	Lead	Neither
Lecture	Lab	Recitation				Attend	Lead	Neither
Lecture	Lab	Recitation				Attend	Lead	Neither
Lecture	Lab	Recitation				Attend	Lead	Neither

As a TA in this course, you will:		Notes
	Attend all or most of the lectures- schedule above	
	Complete all readings assigned to the students in the class	
	Lead discussions during lectures	
	Lead _____ recitation sections per week – schedule above	
	Lead _____ lab sections per week- schedule above	
	Conduct review sessions before exams	
	Hold _____ office hours per week	
	Set up a Sakai page for the course	
	Maintain/ update the Sakai page for the course	
	Make copies, scan or print materials	Copier code:
	Get library materials	
	Assist with the development of course materials including assignments	
	Prepare assignments	
	Grade assignments	
	Prepare exams	
	Grade exams	
	Assist instructor of record with general administrative tasks	
	Alert instructor immediately about any student concerns (danger of failing, concern about physical or mental well-being, etc.)	

Other expectations**Any questions from the TA to the instructor?****Resources**

- The Center for Faculty Excellence maintains a "Teaching as a Graduate Student" page with a robust list of resources available to you @ <https://cfe.unc.edu/teaching-and-learning/teaching-as-a-graduate-student/>
- The Writing Center <https://writingcenter.unc.edu/>
- The Learning Center <https://learningcenter.unc.edu/>
- CAPS <https://caps.unc.edu/services>
- Dean of Students <https://odos.unc.edu/student-support>

TA Name

TA Signature

Date

Instructor Name

Instructor Signature

Date