

**Teaching Assistant Roles and Responsibilities**  
**Department of Health Policy and Management**  
**April 2006**

*Course Preparation*

- Revising syllabus
- Selecting/revising readings (new and supplemental, websites)
- Updating assignments/group work projects
- Updating professor's lectures (with professor or independently)
- Formatting lectures
- Developing lab sessions (with faculty)
- Developing handouts (with faculty)
- Updating the course website
- Ordering books
- Coordinating e-reserves
- Coordinating with guest lecturers
- Ordering AV equipment

*Course Implementation*

- Attending class sessions
- Reading assigned readings
- Photocopying handouts
- Proctoring exams
- Leading discussion sections/labs
- Facilitating live talks (for online courses)
- Giving guest lectures
- Assembling/revising/updating student email list (available through registrar?)
- Emailing updates to students
- Responding to student emails
- Meeting with students individually
- Holding office hours

*Student Evaluation*

- Reading drafts of student papers (course policy should be determined)
- Grading papers/exams/assignments
- Creating grading distributions

**The following activities are considered to be outside the scope of TA roles and responsibilities:**

- Developing course syllabus
- Preparing lectures for faculty
- Creating criteria for grading
- Assigning final grades
- Submitting grades to registrar
- Resolving student disputes/dissatisfaction