

Assignments and Expectations for Graduate Teaching Assistants Updated 7/8/2020

The Department of Sociology and Anthropology is working toward a mentorship model for GTAs in the department. Ideally, one graduate student will be assigned to one faculty member for the academic year. The purpose of this arrangement is two-fold. First, the student will benefit from this assignment, as they will receive training from the faculty member on teaching, grading, and developing course assignments as needed. The student will have the opportunity to observe classes, learning about teaching style and classroom management. Second, the faculty member will benefit from working closely with a student—teaching the student their standards of grading, providing students with an opportunity to observe their class, and as a result, helping the student be better prepared to grade assignments.

The scheduling considerations of this model are listed below:

- 1.) Graduate courses are scheduled in the afternoons and evenings in efforts to free up graduate time in the mornings to assist with GTA duties and responsibilities, teach courses, and take additional elective courses.
- 2.) Graduate students will not be able to attend all courses taught by the instructor; however, schedules will be taken into consideration when assignments are made. Every effort will be made to ensure each GTA-instructor pairing will have at least one class the student can attend.

GTAs ON CALL

Your assigned GTA should be your primary contact for classroom assistance. If your assigned GTA has a conflict, it is appropriate to use the GTAs ON CALL. Activities such as course coverage for conferences, grade entry, and running scantrons are appropriate tasks to send to the GTAs ON CALL .

Rules for faculty members to employ GTAs ON CALL:

- 1) One week advance notice of any request (to find appropriate coverage)
- 2) Send email with task to **SOCA_GPC@mail.wvu.edu** with subject “GTAs ON CALL” (so the email doesn’t get lost. You will receive confirmation of receipt.)

GTA Duties

Graduate Teaching Assistants are intended to help faculty members with undergraduate courses. Typical assigned duties for a Graduate Teaching Assistant in the Department of Sociology and Anthropology are as follows:

- Supervising exams in the Department of Sociology & Anthropology’s computerized testing center. Proctoring Exams in classrooms
- Grading, Gradebook Management, and Academic Record Keeping
- Classroom Assistance (ranging from managing discussions to assisting with technology)
- Assist with curriculum development (help with developing assessments, writing prompts, activities, rubrics, etc.)