



### **TIPS for Professors Interacting with TAs: Mentoring Future Professors**

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*If you've never worked with a Teaching Assistant (TA) before, or you were wondering about different ways, here are a few tips:*

**-Meet** during the first week of class (if not earlier) to discuss and clarify TA roles and responsibilities, go over the syllabus, and to answer any questions. For example, whether the TA is expected to attend lectures; keeping office hours; how to report to the Instructor of Record suspected academic dishonesty; what kind of feedback TAs will be giving students; and so on.

-Send an **email at the beginning** of the quarter articulating your expectations for grading, discussion sections, in-class TA roles, and so on. Both TA roles/responsibilities and expectations should be in writing.

-Consider emailing or **talking with your TAs weekly** to discuss the learning goals for the week's discussion sections or labs; if you know the types of concepts or skills with which students usually struggle regarding the week's material, share this information and discuss possible strategies for addressing them.

**-Send drafts** of your exams and assignments to the TAs for their consideration. The TAs may have insightful feedback, it might help them better prepare the undergraduates, and they

might feel more appreciated and involved. If there is a rubric for grading the tests and/or essays, review it together. If possible, grade a few assignments together and discuss the results so that you can calibrate the grading (this is especially important if you have more than one TA).

-Consider **observing** a discussion, studio, or lab section and provide feedback to TAs. *(If you like this idea but do not have the time, the CEI offers free and confidential observation and consultation services (email [cei3000@uci.edu](mailto:cei3000@uci.edu) to arrange a consultation).*

**-Articulate** desired grading averages if you have them; ask TAs for representative work of, for example, one A, one C, and one failing paper for you to review TA grading.

-Let TAs know early on in the quarter that **you are on their side**. If a student complains about grading, for example, make clear to TAs at the outset that you will discuss the issue with the TA.

- Remember, **the CEI is here to help**. We offer many TA training services and programs including online resources, one-on-one consultation, workshops, certifications and fellowships.