**Fall 2012 SSC 302 TA & UGTA Responsibilities**  
  
**Graduate TA**  
Each course has a graduate TA who is responsible for overseeing the successful implementation of the labs, managing the timely and accurate grading of all assignments, and supporting communication between the students and the instructor. The specific responsibilities of the graduate TA are:

**Class Attendance**1) Attend lecture at least once a week. Assist instructor as needed.  
2) Be present in class on the day of unit exams.  
3) Help proctor the final exam.  
 **Office Hours**1) Each TA will hold three scheduled office hours each week and be available by appointment.  
2) Discuss any requests for student re-grades and direct dissatisfied students to the instructor.  
 **Labs**1) Each TA will manage three one-hour labs each week. Provide a brief review of concepts as needed.  
2) Ensure that UGTAs are participating effectively in the lab, provide guidance as needed.  
  
**Weekly Canvas Duties**  
1) Post Pre-lab and HW assignments in Canvas so they are accessible to students WEDNESDAY @ 3pm.  
2) Post the previous week’s lab grades and HW grades by FRIDAY @ 5pm.  
3) Post the previous week’s HW solutions by Friday @ 5pm.  
  
**UGTA Management**1) Hold a weekly UGTA meeting to review grading keys, rubrics and discuss student progress.   
2) Set deadlines for UGTAs to grade the weekly HW and Labs. Ensure these are met.  
3) Check HW and Lab grading to ensure accuracy and consistency. Regrade as needed.  
 **Grading:**    
1) Grade the lecture exams and post grades by the requested deadline.  
2) Scan the final exams and import grades into Canvas.  
3) Grade and record upgrade points as requested.  
  
**Weekly Rotations for Solutions & Rubrics** Each week, two TAs will complete these duties:  
 TA #1: Create the solutions and grading rubrics for Lab and HW.  
 TA #2: Check the solutions and rubrics; post on Canvas & notify team they are readyThere will be a rotation schedule with deadlines and guidelines on how to complete these duties.    
  
**Undergraduate TA**There is one UGTA assigned to each lab section to provide direct support to the graduate TA, coach students during lab, and grade the weekly lab and homework assignments. The specific requirements of the 10-hr UGTA position are:

**Lab Prep** (1-2 hrs)

1. Attend group meeting with your TA each week.
2. Work through the lab assignment in Canvas prior to attending group meeting.
3. Download the lab and HW solutions and rubrics from Canvas.

**Lab** (1 hr)

1) Take attendance in lab. Ensure that students who arrive late work alone2) Act as a learning coach to all students. Ask good questions, help them with Excel difficulties.

**Grading** (3-5 hrs)

1) Grade your students’ labs and HW in Canvas, using the rubrics. Complete by the deadline.

2) If grading problems are discovered, re-grade assignments as per TA’s instructions.

**Class Attendance** (1 hr)

1) Attend one class lecture each week.

2) Attend class on unit exam days to help proctor.

**Exam Review** (1-2 hrs) (optional)  
Prior to each exam, host a 1-hr review session for students. We will provide a worksheet, so this will be a guided exercise through practice problems. Participation is optional but encouraged. If you do host an exam review, it will be mandatory that you work through the exercises prior to the review session.

**Fall 2012 SSC 302 TA Rotations**TA #1: Create solutions & rubrics for Lab and HW  
TA #2: Check solutions and rubrics; post to Sandbox and notify all when ready

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| Assignments | **Create Solutions & Rubrics** | | **Check and Post** | |
| TA | Deadline | TA | Posted (5pm) |
| Lab 1  HW 1 | Piin-Hueih | Thurs  9/6 | Matt | Tues  9/11 |
| Lab 2  HW 2 | Kristin | Thurs  9/13 | Samantha | Tues  9/18 |
| Lab 3  HW 3 | Matt | Thurs  9/20 | Vi | Tues  9/25 |
| Lab Exam 1A, B, C  Exam 1 (rubric only) | Samantha | Tues 9/25 | Piin-Hueih | Fri  9/28 |
| Lab 4  HW 4 | Vi | Thurs 10/4 | Kristin | Tues 10/9 |
| Lab 5  HW 5 | Piin-Hueih | Thurs 10/11 | Matt | Tues 10/16 |
| Lab 6  HW 6 | Kristin | Thurs 10/18 | Samantha | Tues 10/23 |
| Lab Exam 2A, B, C  Exam 2 (rubric only) | Matt | Tues 10/23 | Vi | Fri 10/26 |
| Lab 7  HW 7 | Samantha | Thurs 11/8 | Piin-Hueih | Tues 11/13 |
| Lab 8  HW 8 | Vi | Thurs 11/15 | Kristin | Tues 11/20 |
| Lab 9  HW 9 | Piin-Hueih | Tues 11/20 | Matt | Tues 11/27 |
| Lab Exam 3A, B, C  Exam 3 (rubric only) | Kristin | Thurs 11/29 | Samantha | Mon 12/3 |

**Creating Lab Solutions & Rubrics**  
Your job is to create a complete solution and a clear grading rubric to show students what we are looking for in the answer and how many points should be deducted for different kinds of errors.   
UTGAs will need to grade the students’ work from each of the three components of the lab:   
 1) *Reflect on the Question*: grade their explanation of how they selected the lab question.  
 2) *Analyze the Data*: grade their Excel solutions.  
 3) *Draw Conclusions*: grade their answer to the lab question.  
  
**Guidelines:**

1. Locate the Excel output for the lab in Canvas (in Files). This will be a word document with screenshots from Excel.
2. Open a new “Collaboration” in Canvas. This will create a Google-doc that can be edited.
3. To this document, types in all the answers to the lab in sequential order. Paste the screenshots for the Excel output into the document. For all free-response questions, you need to write an answer that includes all the necessary pieces that we would expect a student to include.
4. Under each answer, put the point breakdown for grading purposes. The total points for each question are already identified in the lab. Add brief descriptions as needed to help UGTAs understand how to deduct partial credit. Please do not create partial credit that is less than 0.5 points.
5. Once you are finished, let TA #2 know that the solutions are ready to be checked.
6. After checking these solutions, TA #2 should save the final doc as a PDF and post it on Canvas.

**Creating HW Solutions & Rubrics**

Guidelines:

1. Open the HW file as a “Collaboration” in Canvas.
2. Create a complete solution to each problem. Be sure to show all the work that students will be required to do.
3. Under each solution, create the grading rubric with point breakdowns and explanations, as needed.
4. Notify TA #2 that the solution and rubric are ready to be checked.
5. After checking, TA #2 saves the file in two formats: (1) save the complete solution and rubric and post for the UGTAS; (2) save the solutions (without the rubric) and post for students.