

# DEPARTMENT OF COGNITIVE SCIENCE

## TA, IA, ASSOCIATE, READER, AND TUTOR GUIDELINES

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### **Appointments**

Appointments of teaching assistants, readers and tutors are for the entire quarter (i.e., responsibilities usually begin shortly before the first day of classes and last until all grades have been assigned and reported to the Registrar.)

### **Teaching Assistants (TAs)**

TAs are graduate students. Students typically work for 25% (10 hours/ week), 36.42% (14.5 hours/ week), or 50% (20 hours/week) as TA's. These appointments usually come with a fee subsidy of approximately \$1210 - \$2239/quarter. The projected salary for 2006-2007, will be \$867.25/month (25% appointment), \$1263.40/month (36.42%), and \$1734.50/month (50% appointment). Specific job responsibilities will vary with teaching assignment, and the instructor will communicate the specific responsibilities expected of the TA at the beginning of the quarter. The TA and the instructor share joint responsibility for ensuring that each understands the division of work responsibilities.

TA duties may include, but are not limited to:

- Attend all class lectures.
- Meet on a regular basis with faculty to review course material for discussion/lab sections and to review grading of homework assignments and exams.
- Email contact
- Hold office hours.
- Grade assignments and exams in a timely manner.
- Proctor exams, if applicable.
- Prepare for and lead discussion/lab sections, if applicable.
- Photocopy, take materials to copier services and libraries, and perform other administrative duties as needed.
- Act as course webmaster.
- At faculty discretion, help prepare assignments and exams.

- At faculty discretion, take lecture notes for possible distribution to students.
- Under faculty supervision, may give course lectures.
- New TAs must attend the Center for Teaching Development (CTD) orientation and the departmental training session.
- Enroll in Cognitive Science 500.

### **Associate (teaching a course)**

An Associate (teaching a course) may conduct the entire instruction of a lower division course; s/he may not give an upper division course unless specific approval is granted by the Committee on Educational Policy. The Associate is assigned a faculty mentor to provide guidance and training as needed.

A graduate student must have demonstrated a talent for classroom teaching and have advanced training in the subject matter. For Ph.D. students, the candidacy exam must have been passed and the student must be in the final stages of dissertation writing or must have equivalent other accomplishments (publications, extensive experience as performer-teacher, or the like). The appointment is also dependent upon positive academic and administrative review and approval by the student's department/group Chair, Dean of Graduate Studies and Divisional Dean.

### **Associate (in lieu of TA)**

An Associate (in lieu of TA) may serve as a "senior TA" for a department/programs' TA training activities, as a TA consultant or Language Screener for the Center for Teaching Development, or under an Academic Instructional Improvement grant. Use of this title for any other program requires prior approval by the Dean of Graduate Studies.

### **Readers–Graduate Students**

Hours and precise duties expected of graduate readers vary and should be agreed upon by the instructor and the TA Committee before a reader is appointed:

- Read and grade assignments, papers, and exams.
- May hold office hours.
- May provide course assistance by meeting with students individually or in groups.
- Are not required to complete the training and development program before being a reader.
- Do not receive course credit.

### **Readers–Undergraduate Students**

Hours and precise duties expected of undergraduate readers vary and should be agreed upon by the instructor and the TA Committee before a reader is appointed.

- Read and grade assignments, papers, and exams.
- May hold office hours.
- May provide course assistance by meeting with students individually or in groups.
- May be expected to attend lectures, take notes, photocopy, etc.
- Are not required to complete the training and development program before being a reader.
- Do not receive course credit.

### **Tutor**

A Tutor provides tutoring to individual (one-on-one) or small groups (three or more) of undergraduate or graduate students who require additional help to understand a course or topical material. In some instances tutoring may focus on improved use of the English language.

### **GRADUATE STUDENT – ASE MINIMUM QUALIFICATIONS**

Note: Any employment outside of the student’s academic (home) department must have prior approval from the home department.

- For academic year employment at 25-50% time, a student must be registered full-time (12 units or more). A student enrolled in less than 12 units, with departmental approval, is

eligible for a maximum of 25% time employment.

- A graduate student must be in good academic standing, i.e.,

Meet departmental standards including a satisfactory annual spring academic progress evaluation;

Maintain a GPA of 3.0 in upper-division and graduate course work

Must not have more than a total of eight units of F and/or U grades overall.

- A graduate student must be within the departmental time limits:

Ph.D./D.M.A. Degree Aim: Each department has established Pre-candidacy and Support Time Limits. A doctoral student must advance to candidacy by the Pre-candidacy Time Limit (PCTL) and also be within the Support Time Limit (SUTL) to remain eligible for campus employment or to receive other University funds. In addition, no one may be employed as a teaching assistant and/or associate (teaching a course) for more than 18 quarters.

M.A./M.S. Degree Aim: Eligible for up to 7 quarters of employment or other University funding

M.F.A/M.P.I.A. Degree Aim: Eligible for up to 10 quarters of employment or other University funding

- An international graduate student whose undergraduate degree is not from an English-speaking college or university, or who has serious pronunciation problems, may not serve as a TA until s/he has been certified to have the requisite English language skills. This English language policy does not apply to a student who serves as a TA which is conducted in his/her native language.

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## UNDERGRADUATE STUDENT–ASE MINIMUM QUALIFICATIONS

### **Reader:**

Minimum qualifications are a 3.0 grade-point average and have taken and received at least a “B” grade in the course or equivalent in which s/he is serving.

### **Tutor:**

Minimum qualification is a 3.0 grade-point average.

## EXCEPTION TO MINIMUM QUALIFICATIONS

An exception to the minimum qualifications listed above may be granted at the discretion of the University.

### **Faculty**

- Faculty are responsible to TAs, and readers for providing:
- Guidance in class management (organizing materials, effective leadership, communication skills).
- Consultation about handling personal problems of students enrolled in the course (attitude, illness, etc.).
- Assistance in developing teaching skills.
- Organization and leadership for classes (setting clear goals and expectations, giving ample warning of upcoming duties and time to complete them, providing clear guidelines or answer keys for grading).
- Written evaluations of teaching assistants, instructional apprentices, readers and tutors at the conclusion of the course on the following criteria: Did they fulfill their duties as outlined above? How well?
- An S/U grade for TAs (Cognitive Science 500)
- A P/NP grade for IAs (Cognitive Science 195)

### **TA Committee**

The TA Committee is made up of the two faculty graduate advisers, the senior TA, the graduate representatives and the program graduate coordinator.

### *Faculty Advisers*

- Oversee all TA/IA/reader/tutor matters including policies and guidelines, teaching assignments, and training and development.
- Act as the departmental liaisons for TA matters.
- Act as liaison with the chair.

### *Senior TA*

- Coordinates administrative matters (e.g., teaching workshops, and training on an individual basis).
- Acts as the liaison with the faculty.
- Provides technical information in any specialized area.
- Assists with the training and development program. Duties normally include assisting with the design of the training program, planning and attending the teaching workshop.
- Reviews grading procedures (particularly at mid-term) and share tricks of the trade.
- Reviews methods for dealing with student complaints about grading.
- Provides special help for foreign TAs
- Gathers TA/IA end of year evaluations and prepares awards ceremony for best TA/IA of the year.

### *Graduate Coordinator*

- Works with the faculty advisers and department chair to assign TAs to courses.
- Tracks TA completion of CTD orientation and language certification.
- Submits a list of proposed TA/Reader appointments to cognitive science department fiscal administration for processing and approval of appointment.

### **Training and Development Program**

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Our training and development program includes and surpasses UCSD requirements.

- The TA Committee works with the Center for Teaching Development (CTD) to design a training program that covers teaching skills, classroom management, and the specific needs of courses in cognitive science.
- There is an annual teaching workshop required of all TAs before they begin their duties. If it is not possible for a TA to attend the workshop, an individualized training session must be completed before beginning teaching. The individualized training includes meeting with the senior TA and the appropriate mentor TA and, possibly, a CTD senior TA.
- TAs also must attend two workshops sponsored by CTD.
- Faculty provide ongoing guidance and assistance in teaching skills, course and class management, and any other support needed by TAs and readers.
- TAs are evaluated by students during discussion sections. Each student is given the opportunity to complete an evaluation sheet for the TA. The results are shared with the TA as part of the TA's growth and development.

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