

Tips for Working with TAs in a Large Class

- Think of yourself as manager of teaching team
 - Think carefully through the roles you want for the TAs
 - Do not micromanage
 - Delegate, not dump
 - Invite their participation
- Be clear about expectations and standards of instructional quality
 - Turnaround time
 - Interacting with students
 - In-class behavior
 - Preparation and familiarity with the materials
- Communicate, communicate, communicate
- Remember that TAs are students too
 - What do you have to teach them? What should they be learning?
- Learn from your TAs
 - They have insights on the materials
 - They are valuable sources of feedback for you

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Professor Poppy McLeod
CTE Workshop

Comm 2760 "Persuasion and Social Influence"

Teaching Assistant Guide

I. Roles for Undergraduate TAs**A. Coach group project teams**

Each TA will be assigned 5 – 7 teams

- Read group project progress reports
 - Evaluate with $\sqrt{+/-}$ system
- Meet with project teams in class
 - Go over progress reports
 - Give input to data collection ideas
 - Help them think through lit review for final paper
- Assist with team management issues
 - Review mid-term peer feedback
 - Facilitate discussion of feedback with teams

B. Daily classroom management

- Take daily attendance
 - Make seating chart
- Help to run in-class exercises
- Facilitate small group discussion activities
- Read case analysis notes

II. Roles for Graduate TAs**A. Coach group project teams (as above)**

Each TA will be assigned 2 teams

B. Grading

- Grade exams & homeworks
- Read case analysis notes

C. Teaching

- Lead one class session
- Hold exam review sessions