

## **Department of Romance Languages and Literatures Guidelines for Course and Teaching Assistantships**

Course and teaching assistantships should provide students with an apprenticeship with a faculty member. Assistants should help professors in the teaching enterprise but not necessarily provide assistance in all course responsibilities. As deemed appropriate by the course instructor, course or teaching assistants may be called upon to perform the following tasks:

- Attend classes
- Conduct discussion sections and review sessions
- Arrange for and run audio-visual equipment
- Meet with students outside the classroom to offer comments on their research or writing. Regular and reasonable office hours should be announced in class, listed on syllabi, or posted on the office door.
- In conjunction with the course instructor, share in the grading responsibilities. The assignment of the final course grade belongs to the instructor and not the assistants.
- Lead a class or two, supervised by the course instructor
- Help design assignments
- Respond to CHALK postings and assignments

In relation to their course or teaching assistant, instructors should be expected to:

- Discuss, set, and monitor pedagogical goals with their course or teaching assistant
- Supervise, calibrate, and generally lead the grading of course assignments and exams
- Assign the final course grade
- Upon request, supervise and evaluate a lecture by the course or teaching assistant

Under no circumstance should course or teaching assistants be given 100 percent responsibility for the grading of assignments. This is a task that must be equitably distributed. The final grade must be assigned by the faculty instructor. Faculty should not expect nor ask their assistants to perform any duty unrelated to the course itself. Course and teaching assistants should be expected to work no more than 90 hours/quarter in the fulfillment of their duties. Assistants are responsible for obtaining copies of the required textbooks ahead of time (most publishers provide free desk copies). They will not be reimbursed by RLL for the cost of books unless prior approval is given by the Department Coordinator.