

## MPH Core TA management/best practices

- TA orientation with program director and program manager
- TA debrief at end of quarter
- Mid-quarter TA check ins
- TA feedback/evaluation throughout course and final evaluation
- Weekly teaching team meetings with instructors and TAs

### Tips for working with TAs

1. Invite the TAs in as part of the teaching team
2. Rotate responsibilities or assign specific responsibilities for the quarter. Make the workload similar for each TA.
3. Ask TAs to let you know when they need to miss class
4. Use a spreadsheet accessible to all on the teaching team with tasks, dates, and responsibilities
5. Be direct with the TAs and specific on what they need to do and what is expected as a TA for your course
6. Standardize grading across teaching team
  - a. Have TAs grade the same student groups
  - b. Calibrate grading (with instructors) for each assignment
  - c. Graduate students tend to want feedback from instructors on major projects

### TA suggestions

1. Consider offering structured office hours (e.g., let students know you will cover the answer key for an assignment during the hour)
2. Require that groups sign up for at least one office hour
3. Be clear on tasks, such as when each TA is responsible for checking the course email/responding to student questions
4. Don't wait until the end of the quarter to share important student feedback with instructors

**Check with HR Policies if you have performance issues.**