

Department of Dinosaur Studies
University of Wisconsin-Madison

HEAD TA WORKLOAD DISTRIBUTION

Dino St. 102

Spring 2019 - 50% FTE

2 lectures, 3 sections/week

The supervising faculty member will tailor the time estimates to meet his/her needs within this framework (not to exceed 360 hours). This will be done before classes begin.

<u>Activity</u>	<u>Estimate of Required Hours</u>
TA Training (New TA's required to attend L&S Training Session. All TA's are required to attend the department's workshops pedagogical training.)	16
Lecture attendance	30
Section discussion	45
Staff conferences (2 hours to include pedagogical training)	20
Preparation for sections 2 hrs/15 wks	30
Reading - 3hrs/15 weeks	45
Grading and feedback to students	120
Office hours	30
Discretionary (review, special needs)	10
Other duties (pre-semester)	4
Administration (Includes dealing with student problems, and complaints; interfacing with TAs, faculty, and Chair on problems; assisting with course organization; assuring consistency among TAs in grading; section content and exam preparation.)	40
TOTAL:	<hr/> 360

$360/720 = 50\%$ appointment

TA - Signature

Faculty/Instructor Signature

TA - Print Name