**TA Workload Agreement Form**

Course Number: Dinosaur Studies 175 Semester and Year : Summer 2019

Your assignment for this period will be at the level of 50% time which means you will be expected to work 80 hours over the course of the 4-week semester, or about 20 hours per week. Some weeks you may work more than 20 hours and some weeks you may work fewer. Because this is an online course, the workflow of the instructors depends greatly on the assignment and quiz workflow of the students.

The list below outlines your duties and the number of hours you can expect to spend completing them. If you believe you will not be able to complete your assigned tasks within the guidelines above, see your course instructor and Graduate Adviser immediately. The course instructor will discuss how you approach your work and will suggest efficiencies that allow you to complete your duties within the contractual guidelines. In rare cases, the instructor may feel it appropriate to adjust the course workload permanently, but that will require approval of the Graduate Committee.

**List of TA duties Average # hours/semester**

|  |  |
| --- | --- |
| Meetings with instructor | 6 |
| Course content updates and quiz modifications | 8 |
| Grading student content vis-à-vis rubrics per the course syllabus; grading will be equally divided between TA/s and course instructor. Grading should be done regularly as students complete it in order to ensure prompt student feedback. Graded content includes: Facebook posts, Tweets, critical reflection discussion posts. | 44 |
| Student communication, follow up, and troubleshooting; responding to Canvas online discussion questions and emails, replying to posts, encouraging student interaction, etc. | 14 |
| Grade book clean up: curving scores (if needed); ensuring alignment with online grade book, etc. | 4 |
| Online course tech trouble shooting: Canvas, blog/WordPress, twitter, Facebook page, etc. | 4 |
| Total | 80 |

We have reviewed and agreed to this description of TA duties and time averages.

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TA Name Date

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Instructor Name Date