Administrative TA Handbook

The general job description of a Administrative TA is to assist the lecture instructors with the non-teaching aspects of the large Biology core courses.

Table of Contents:                                             Page:
Likely Responsibilities of the Admin TA:                         2
Responsibility Checklist                                          3
Faculty Meeting Worksheet                                        6
Enrollment rules at UCI                                           8

The HHMI website has many additional resources and samples for you to use. We have sample discussion prep materials, TA responsibilities, TA training activities, teaching activities, and even administrative help with seating charts, exam versions, scantrons, Rapid Return, clickers, and online exams:

http://www.researchandteaching.bio.uci.edu/insitu_training.html

For additional help and to suggest resources, contact Adrienne Williams at adriw@uci.edu, or 4-0586
Administrative TA Responsibilities

1. Attend each lecture (only one section per day)
   a. Take notes as a record of content and administrative information given to students
   b. Assist faculty with technology or other teaching needs during lecture
   c. Understand the lecture material well enough that you could teach discussions if needed

2. Assist faculty with course administration
   a. Set up and manage course website
   b. Help faculty with course emails, special needs of students
   c. Answer questions on course discussion board
   d. Record online quiz scores in EEE (EEE, MS Excel)
   e. Record clicker scores in EEE (iClicker software, MS Excel)
   f. Help organize and edit exam versions (MS Word)
   g. Organize photocopying, administering, collecting, grading and Rapid Return of exams
   h. Deal with exam makeups
   i. Maintain course gradebook on EEE
Responsibility Checklist

By three weeks before the quarter:
1. Contact faculty to be sure of your hours and duties (see Faculty Meeting Worksheet), and to discuss expectations and responsibilities.
2. Create an Admin TA timesheet and log in your hours and duties as they begin
3. Have faculty add you as an assistant to the course through EEE

Before the start of Week 0:
1. Help faculty set up course website with syllabus and book requirements
2. Help faculty set up clicker software on their and your computer. Discuss transfer of files.

Week 0:
1. Contact bookstore to be sure there are sufficient textbooks / clickers for students
2. Attend first Pre-quarter TA Training meeting (on Monday)
3. Fill in Admin TA timesheet

Week 1:
1. If faculty are giving a Week 2 exam (common in Bio 97), contact them to discuss your role in editing and photocopying. Give deadline day and time for faculty to deliver draft to you.
2. Gather clicker data, be sure you can work the analysis software.
3. Create clicker and quiz gradebooks for all classes, if using clickers and online quizzes
4. Fill in Admin TA timesheet

By End of Week 3:
1. Contact faculty about the midterm exam. Give faculty clear deadlines on when you must receive first draft, draft to make versions, final versions for photocopying.
2. Develop timeline for exam versions. Send out instructions to TAs on what kind of questions, what format, and what the deadline is.
3. Open a survey for students to register requests for a left-hand seat or other special seating needs. Make deadline the middle of Week 4.
4. Fill in Admin TA timesheet

By End of Week 4:
1. Create two versions of the midterm exam. Make the first question a version question.
2. Create two short-answer booklet versions with Rapid Return covers.
3. Have Head TAs “take” the midterm and give you feedback. Send to Imageworks at least 24 hours before the exam.
4. Create answer keys
5. Create seating charts with student names and seats.
6. Create powerpoint slide deck for exam: room seat numbers, all items at front of room, scantron and Rapid Return instructions.
7. Gather extra pencils, erasers, rubber bands, cart for the exams.

By End of Week 5:
1. Help administer the midterm in all sections.
2. Score the scantrons and record scores.
3. Help grade short answer booklets and record scores in spreadsheet and Gradebook.
4. Send short answer booklets and scantrons to Rapid Return.
5. Post answer keys on course website.
6. Publish current clicker and quiz scores in EEE’s gradebook
7. Release scores to students after Rapid Return files are available.
8. Open survey for students to ask for re-grades on exam.
9. Contact new instructor (if applicable) and check if they have different administrative needs.
10. Fill in Admin TA timesheet and send to both faculty. Discuss possible changes if your hours are going long.

By end of Week 8
1. Contact instructor and make plans for final exam writing, editing, and photocopying.
2. Fill in Admin TA timesheet

By end of Week 9
1. Give exam-question-writing instructions to TAs

By end of Week 10
1. Collect discussion scores from TAs, and make sure the gradebooks are complete up to the final exam score.
2. Contact TAs with any exam info they need for the Final exam proctoring and grading.
3. Create the final exam seating chart
4. Fill in Admin TA timesheet and send to faculty
5. Finalize exam versions

Finals Week
6. Photocopy and administer the final exams.
7. Score the scantrons, enter the exam scores.
8. Assist in grading the short answer booklets, enter the exam scores.
10. Present the completed gradebook to the faculty in both Gradebook and spreadsheet format.
11. Help faculty set grade cutoffs. Set these in Gradebook, post to students.
12. Open a regrade request survey for students.
Faculty Meeting Worksheet

Use this worksheet when discussing the organization of the course and discussions with the faculty for the course. The right margin has space for answers.

1. Course information:
   a. Name of the course: __________________
   b. What biology department administers this course? Who is the person in charge of hiring TAs for this course?
   c. What lecture sections am I responsible for?
   d. What are the days and times of lecture?

2. Faculty instructors:
   a. Who are the faculty associated with the course?
   b. What parts of the quarter are each teaching?
   c. Who will make me an assistant through EEE?
   d. Who will be handling all student administrative issues?

3. Course syllabus:
   a. May I have a copy of the syllabus?
   b. How many exams are there? When are they?
   c. What other aspects of the course besides exams are worth points? Discussions? Quizzes?
   d. What is the textbook? From whom should I get a copy?
   e. Will you be testing on material in the book but not in lecture? What proportion of exam material will be book only?

4. Lecture attendance:
   a. Is there a lecture time you would prefer I attend?
   b. Will you need help with technology during the lecture?

5. Non-lecture Aspects of the Course
   a. Will you be using clickers? Do you need help maintaining clicker records and the gradebook?
b. Will there be an online discussion board? Who will be monitoring it?

c. Will there be online or in-class quizzes? Will I be helping write questions or grade them? Will you need help entering these into the gradebook?

d. Will there be any other assignments or aspects of the course I need to help coordinate, grade, or record?

6. Exam prep and Grading:

a. Which of the following exam responsibilities do you want from the other TAs?
   - Write exam questions
   - Review and edit exam questions written by faculty

b. How will I be helping you with the exams?
   - Writing questions
   - Editing drafts
   - Creating versions
   - Leading edit sessions with TAs
   - Sending exams to Imageworks
   - Administering exams in class
   - Sending exams to Rapid Return

c. Do I need to create the seating charts?

d. Will you be present during the exams?

e. Should I run the scantrons?

f. Will there be short-answer questions on the exams?

g. Will any of the TAs be grading the exams?
Enrollment rules at UCI

1. All enrollment needs to be done through WebReg. Do not sign ANY add or drop cards.
2. If a student drops a lecture in order to add a different lecture, they will lose their discussion slot as well. If they drop a discussion, they lose their lecture spot as well. Warn them not to drop without going to BioSci Student Affairs.
3. If a student “needs” a particular discussion or lecture, they can go to BioSci Student Affairs to discuss it with them. The front desk people can generally fix their problem, but tell them to contact you if they were brushed off, and you’ll move them up the chain of command:
   a. Director Carolyn Willman 4-4699
   b. Assistant Director Susana Sandoval 4-4702

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