**Psychology Department INSTRUCTOR-tEACHING ASSISTANT (TA) Checklist**

The purpose of this checklist is to assist you in discussing job requirements. This checklist can be altered and re-visited to meet individual needs.

In addition to reviewing the checklist, the instructor and TA should review the following MSU and Department of Psychology policies.

MSU Code of Teaching and Academic Integrity Policy:

* At Michigan State University, all instructors and TAs are required to be familiar with the MSU Code of Teaching found here: <http://splife.studentlife.msu.edu/regulations/selected/code-of-teaching-responsibility>.
* At Michigan State University, all instructors and TAs are required to be familiar and follow the Academic Integrity policy found here: <https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=534>

MSU and Psychology Department Policies regarding Confidentiality:

* At Michigan State University, employees (including TAs) are mandated to report instances of sexual harassment, sexual violence, sexual misconduct, sexual exploitation, stalking, and relationship violence that are observed or learned about in their professional capacity and involve a member of the university community or which occurred at a university-sponsored event or on university property. More information can be found here: <http://titleix.msu.edu/policy-info/mandatory-reporting.html>.
* At Michigan State University, faculty, instructors, and TAs are required to be familiar with student rights under the Family Educational Rights and Privacy Act found here: <https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>

See also <https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities>

It is Psychology Department policy that faculty, staff, and TAs report concerns about student behaviors that may present an imminent risk to the health and safety of the individual or others to emergency services by calling 911 or the MSU Police Department non-emergency line at 517-355-2221. Further, faculty, staff, and TAs are encouraged to forward information about students experiencing non-emergency emotional distress or behavioral concerns to the MSU Behavioral Threat Assessment Team via the online reporting form at btat.msu.edu. This reporting follows the BTAT Green Folder protocol (stored on the Psychology shared server in the “Department Policies and Documents” folder) that includes guidance about reporting and how to support students during crises.

The signatures below indicate that the instructor and TA have discussed these confidentiality policies and the checked items that follow.

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TA Signature/Name Date

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Instructor Signature/Name Date

The instructor and TA should each keep a copy of the completed checklist, and the instructor will upload a copy to the departmental GradPortal.

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| **CHECKLIST ITEMS (mark all discussed)** | |
| **Responsibilities** | **Notes** |
| * Review of course syllabus and instructor expectations for the course/students *(e.g., make-up exams, late assignments, plagiarism)* * Primary responsibilities of the TA position * Expected timeliness of grading and other tasks * Expectations during finals week *(e.g., increased office hours, exam review sessions, additional instructor/TA meetings to finalize grades)* |  |
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| * Skills the TA must learn to fulfill responsibilities |
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| * Review of FERPA requirements with regard to TA tasks *(e.g., grade posting/distribution of assignments, office hour conversations)* * Classes and meetings the TA is required to attend *(e.g., class, office hours, proctoring exams, review sessions)* * Issues the TA should address versus those that should be forwarded to the instructor |
| **Time Requirements and Leave** | **Notes** |
| * Required number of hours per week and over entire semester *(see Appendix and* [*https://grad.msu.edu/assistantships*](https://grad.msu.edu/assistantships)*)* |  |
| * Expectations for tracking workload *(e.g., TA versus instructor responsibility)* |
| * Procedures for notifying instructor if TA is sick, taking vacation/personal day, or unable to fulfill course duties *(e.g., email notification, text, call; amount of notice needed)* |
| * Expectations for covering duties while TA is away |
| * International students should discuss requirements of their visas in terms of workload |
| **Communication** | **Notes** |
| * Communication style and timing with instructor, other TAs, and with students *(i.e., email response time, texting/calling, office drop-ins)* |  |
| * Meetings between instructor and TA *(i.e.,* *frequency, duration, and location)* * Responsibility for initiating check-ins and updating progress |
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| **Feedback and Conflict Resolution** | **Notes** |
| * Preferred type and frequency of performance feedback for the TA |  |
| * Formal and informal evaluation procedures for evaluating TA performance |
| * Procedures for conflict resolution *(see Graduate Student Handbook for details and* <http://geuatmsu.org/wp-content/uploads/2020/01/Plain-Language-Contract-2019-2023-1.pdf> |
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| **Professional Development** | **Notes** |
| * Skills the TA hopes to learn through the position * GEU Professional Learning Community and Graduate School opportunities for professional development related to the TA duties * Ethical, legal, and professional standards the TA should be aware of |  |
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| **Other** | **Notes** |
| * Additional areas to discuss |  |
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