Logistics

Common Responsibilities of Head TAs (they vary widely)

Arrange and facilitate check-ins with graders/other TAs

Compile grades at the end of the term

Act as a liaison between graders/other TAs and the instructor (large classes)

Logistics Checklist (Before term starts)

- ❏ How are other graders/TAs receiving onboarding?
- ❏ Are recitation/office hour locations and times set?
  - ❏ Have we ensured that these do not conflict with lecture, athletic practice/dinner (4-7 PM), and other core classes?
- ❏ What is the format for exams?
  - ❏ Do we have students with accommodations that we should support?
  - ❏ Are all necessary rooms booked for exams?
- ❏ Do we have a schedule set with assignment deadlines and exam dates?
- ❏ How do we facilitate communication between staff (Slack, Discord, Email, etc.)?
- ❏ Do we have a process set for grading expectations and timelines?
- ❏ Do we have an extensions policy?
- ❏ Do we have a collaboration policy? A policy on generative AI?
- ❏ Are we meeting regularly with other TAs/graders in the course? Will the instructor be present?
- ❏ Do we have a mechanism to collect feedback from students (ombuds, surveys, etc)?

Logistics Checklist (Weekly)

- ❏ What is the content to be covered in the upcoming recitation?
- ❏ Are there relevant announcements for the students to know about?

Common Staff Meeting Activities (can be done async!)

- ❏ Announce: Any reminders for staff for the upcoming week?
- ❏ Icebreaker
- ❏ Reflect: How busy was office hours? Any common student misconceptions? Particular points of struggle in the recent problem set?
- ❏ Discuss: Any policy changes or other observations TAs made throughout the week.
- ❏ Preview: What topics will be covered in the coming week? Any changes from previous terms?