

Engineering TA Training Program

ENGTATP 2025



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Assistant Professor, Department of Civil Engineering



ROLES & RESPONSIBILITIES OF A TA



Kshama Roy

Assistant Professor, Department of Civil Engineering

Who assigns the TA?

- ADGS office collects preferences from instructors and students and sends them to the Department Heads
- Instructor TA Request:
<https://www.mun.ca/engineering/graduate/instructor-ta-requests/>
- Graduate Student TA Request:
<https://www.mun.ca/engineering/graduate/current-student-resources/student-ta-application/>
- Department Heads recommend TA to ADGS
- ADGS Office re-evaluates & sends the official TA offer letter
- Students accept/reject the offer

Role of a TA

- Help students
- Support for instructors
- Reputation of Faculty of Engineering
- Help yourselves
 - Building self-confidence
 - Improve efficiency
 - Gain teaching experience

Role of a TA

You will be a **student** at the university, an **employee** of the university, **subject matter expert** and **representative** of your department, **student advisor** and **role model**, assistant to the instructor and a **facilitator** of learning.

Official Duties

- Collect TA appointment letter from the Office of Associate Dean (CSF 3119)
- Inform the respective instructor (by email) after you receive the letter
- Check the schedule of the assigned class/lab and location
- Meet the instructor as advised
- Maintain TA time sheet

Common TA Responsibilities

- Leading labs/tutorials/delivering lectures
- Grading quiz, assignments, term papers etc
- Preparing course/lab materials
- Invigilating tests/exams
- Field work/trip
- Maintaining office hours / Email / Phone enquiries
- Desire 2 Learn (D2L) / website

Common TA Responsibilities

APPENDIX B
DESCRIPTION OF DUTIES AND ALLOCATION OF HOURS
Graduate Assistants

The Supervisor and the Graduate Assistant are referred to Article 13 – Hours of Work and Work Assignment for full details for completing this form. The parties will discuss this information, taking into account course enrolment, nature of assignments and expectations for grading, etc in determining reasonable workload.

The Graduate Assistant must initiate any requested changes to the assignment by submitting an Employment Contract Amendment Request, (Appendix B1) as outlined in Article 13.05.

Academic Term(s) _____ Start Date (if not beginning of term) _____

Unit _____ Course Name & Number _____

Member Name _____ e-mail address _____

Supervisor _____ e-mail address _____

Duties	Approx. Hrs.	Details include nature of tasks and expectations of grading. If necessary, note the time and location where the projected workload is likely to exceed 10 hours.
1. Preparation (e.g. reading, lab meetings)		
2. In class (e.g. tutorials, lectures, labs)		
3. Marking and invigilation		
4. Student Consultation (e.g. office hours, e-mail)		
5. Supervision of Field Work		
Other (as discussed on this date)		
Total Hours / Term		

Supervisor _____ Date _____

Graduate Assistant _____ Date _____



COLLECTIVE AGREEMENT

Between
MEMORIAL UNIVERSITY OF NEWFOUNDLAND
And
TEACHING ASSISTANTS' UNION of
MEMORIAL UNIVERSITY OF NEWFOUNDLAND

September 5, 2023 – August 31, 2026