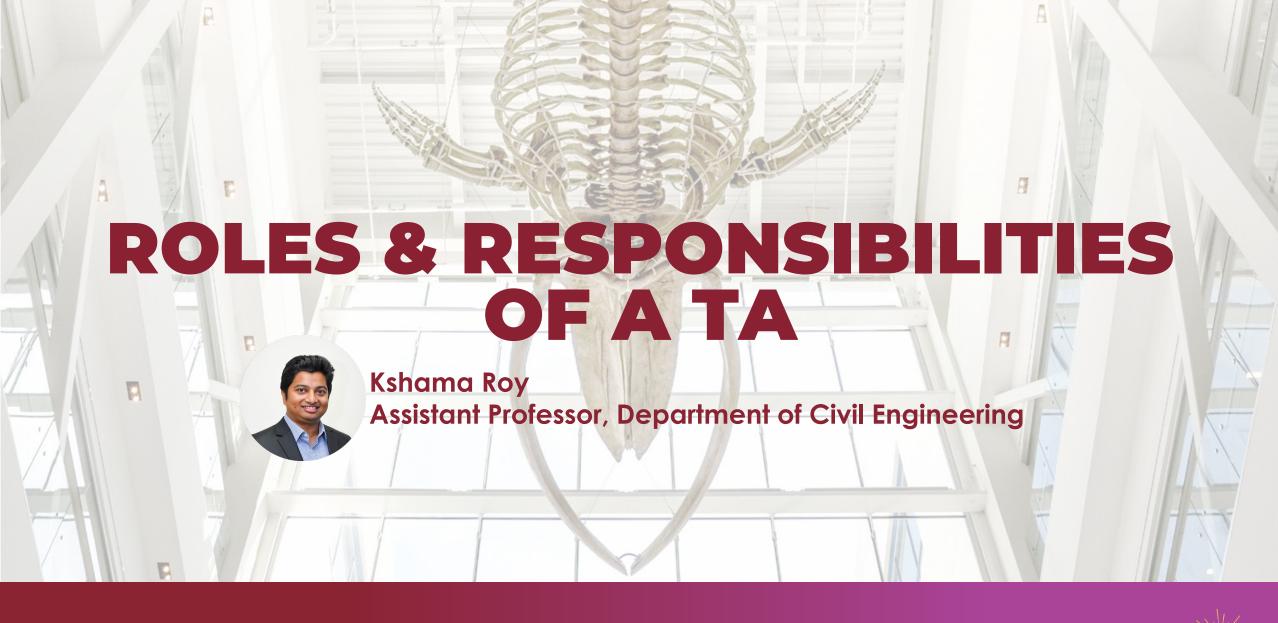
Engineering TA Training Program ENGTATP 2025



Kshama Roy, PhD, PEng 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: <u>https://www.mun.ca/engineering/graduate/instructor-ta-requests/</u>
- Graduate Student TA Request: https://www.mun.ca/engineering/graduate/current-student-stu
- Department Heads recommend TA to ADGS
- ADGS Office re-evaluates & sends the official TA offer letter

LOOKING BACK | LAUNCHING FORT

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

Start Date (if not beginning of term)

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)

Unit		Course Name & Number
Member Name		e-mail address
Supervisor		e-mail address
<u> </u>		Details in shall not the office and an action
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.
Preparation (e.g. reading, lab meetings)		
In class (e.g. tutorials, lectures, labs)		
3. Marking and invigilation		
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

