

# Undergraduate Teaching Assistant and Grader Policy

Bioengineering encourages faculty to consider using Undergraduate Teaching Assistants (UG TAs) and/or Graders to facilitate learning by undergraduates enrolled in any BIOENG undergraduate level course. **A faculty member is solely responsible for recruitment of UG TAs and Graders for his/her course.** The distinction between TA and Grader is at the discretion of the faculty member with reference to the following responsibilities.

## Responsibilities

Responsibilities that UG TAs and Graders may be given include:

- Fully handle recitations or labs (**TAs only**)
- Develop quizzes if applicable (**TAs only**)
- Grade quizzes (**TAs and Graders**)
- Grade homework (**TAs and Graders**)
- Review assignments in recitations or labs (**TAs only**)
- Obtain informal feedback for the instructor on how students are doing and where they may need help (**TAs and Graders**)
- Conduct reviews before each exam, if needed (**TAs only**)
- Hold weekly office hours (**TAs and Graders**)
- Track homework and quiz grades (**TAs and Graders**)

Prospective UG TAs and/or Graders must complete a BIOENG 1096: Undergraduate Teaching Experience Application to register for at least one credit of BIOENG 1096. **Under exceptional circumstances and at the discretion of the faculty member, a designated *lead* UG TA for a course may register for two credits of BIOENG 1096 or elect to be paid.** Under no circumstances may a student be both registered for BIOENG 1096 and paid for services performed as an UG TA. Students registered for BIOENG 1096 are expected to spend approximately ten (10) hours per week per credit performing TA duties.

## Canvas

Undergraduate TAs and Graders can be given either *Teaching Assistant* or *Grader* access to a Canvas page and can be expected to manage the gradebook. Under no circumstances should UG TAs or Graders be given *Instructor* access.

## Limitations on UG TA and Grader Responsibilities

- **TAs (undergraduate and graduate) or Graders are allowed to help grade exams only in the presence of the instructor.** Grading exams is solely the responsibility of the instructor;

- *Undergraduate students should not proctor exams alone.* Assistance with proctoring for large classes is acceptable. However, UG TAs and Graders may not be solely responsible for exam proctoring;
- *The instructor has the responsibility to check for and manage potential conflicts of interests that the TAs and Graders may have with students enrolled in the course.* For example: younger siblings, best friends, roommates, or senior design project team partners enrolled in the course;
- Undergraduate students cannot be expected to remain on campus past the final day of the semester (last day of exam week).