

SIAT guidelines on student / Teaching Assistant contact

These guidelines are very general guidelines to help students better understand and make effective use of TA time. The TAs are hired on hourly contracts. Their hours are tightly governed by TSSU contracts. The instructor of the course plans the TA time with the expectation that students have attended the Labs and Lectures and have taken notes where appropriate. Students cannot have the expectation of TAs being able to “fill the gaps” in course material in person or by e-mail if they are absent or unprepared. This unfairly disadvantages students who are prepared, as TAs will only devote the allotted number of hours to the course.

In general:

1. Students are expected to attend Labs and take notes. Students should not expect TAs to go over missed Labs or assignment criteria via e-mail. As much as possible students should ask questions before leaving the Lab.
2. Students are expected to attend the Lectures and take notes. If students do not attend the weekly lecture they should review the Lecture material before the weekly Lab. The TA will not be able to review this material. As much as possible students should ask questions before leaving the Lecture.
3. If answering an e-mail will take longer than a sentence or two, the TA may ask that the student attend his or her office hour instead. Please review SIAT e-mail policy before sending e-mails as this policy applies to TA correspondence as well.
4. You should e-mail or speak with your TA if you have done all of these things and need help with the course material.

TAs are an important resource for your course. They are here to help you be successful. Please consider your role in seeing that they are able to do this.