

## **GUIDELINES FOR TEACHING APPRENTICES**

### **UCLA DEPARTMENT OF ECONOMICS**

#### **PART I: GENERAL RIGHTS AND REQUIREMENTS**

1. Yearly TA Meeting

A meeting required of all those who will TA during the academic year is held at the beginning of Fall quarter at 11:00 a.m. on the second Friday of instruction unless otherwise announced. Various timely issues are discussed at this meeting.

2. Quarterly Course and Section Assignments

At the latest, course assignments for Fall are made one week before the first day of instruction, and those for Winter and Spring during the last week of instruction of the preceding term. TAs for each course are required to meet before the first section or lecture (whichever comes first) to settle the section assignments for their courses. The meeting time for the TAs for each course will be noted on the memo that announces the course assignments. Negotiations for section assignments can take place before this time only if all TAs for the course agree.

3. Desk Copies, Classroom supplies, and Photocopying

- a) A desk copy of the textbook, the study guide, and if available, the instructor's manual will be made available to the TA before instruction begins. If these do not arrive before the first day of the quarter from the publisher, the staff TA coordinator will request a purchase order from the Economics Department for the TA to take to the ASUCLA Bookstore to obtain the textbook and study guide, but will have to wait for the publisher's copy of the manual.
- b) Classroom supplies such as dry ink pens, erasers and overhead projectors will be made available to the TA upon request by the Department through the supervisor of the Main Office for the Department of Economics provided the request is reasonable and is made at least 24 hours in advance of the discussion/quiz section time.
- c) Classroom photocopies are limited to the following: 1) each weekly handout may not exceed two pages; 2) the number of copies made will correlate to the number of students in each of your sections; for example, if you have 30 enrolled, only 30 copies will be made; 3) photocopying will be done on departmental copiers by department staff only; 4) TAs must allow a minimum of 24-hours notice for staff to complete task.

#### 4. Workload and Responsibilities

Teaching assistantships are either 25% or 50% employment, corresponding to 110 hours per quarter or 220 hours per quarter. This includes time attending classroom course lectures, preparing for sections, holding sections, holding office hours, proctoring exams, and completing grading assignments.

- a) Attend all classroom lectures for your TA course. Teaching Assistants are expected to attend all lectures for the class. Exceptions must be approved in advance in writing by the professor with a copy of the correspondence to the Economics Graduate Office for the student's employment file before the term begins. *Unapproved absences may result in docked time from the TA's paycheck.*
- b) Conduct discussion/quiz sections. Teaching Assistants for courses 1 and 2 will teach two or three discussion/quiz sections per week depending on class size and the annual TA budget. Those teaching courses 41, 11, 101, 102, and 103 and graduate courses will teach two sections per week. Per instructor's grading basis instructions, all courses employing TAs will have part of the course grade determined by student work done in discussion/quiz sections. You will meet with the course instructor before the quarter begins to determine how this is to be accomplished. The instructor will also offer guidelines about the content of the discussion/quiz section instruction. (This may include instruction on or in the use of the social science microcomputer lab.)
- c) Hold at least one office hour per section per week. Office hours should be announced at the first section meeting, and should not conflict with the instructor's scheduled office hours. Office hours must be posted on the course website. The department will not maintain a list of TA office hours. Office hours should be conducted in Bunche Hall, room 2265, between 8am and 5pm, Monday through Friday, each week of the quarter through the 10<sup>th</sup> week, with additional hours during finals week as arranged with the course instructor and the other TAs in the class. If circumstances warrant a change in the location of office hours, students need to be informed in advance.
- d) Proctor midterm and final exams. You will be expected to proctor midterm exams for your TA course. You will also be required to proctor two final examinations each quarter, one for your TA course, plus one other undergraduate course.
- e) Provide grading for TA course. You will be responsible for the grading of all quizzes and papers required of students in your assigned quiz sections. In addition, you will be expected to share in the midterm(s) and final examination grading as set by the course instructor. TAs are responsible for all grading of problem sets, midterms and the final. The department will not provide

additional assistance. Instructors are asked to design their course workloads to include no more than 2 problem sets, 1 midterm and the final or its equivalent.

- f) Provide assistance to the course instructor as requested by him/her in accordance with the guidelines set out above. This may include contributing questions for midterm(s) and the final as well as presenting new material in section when time constraints preclude such presentation in the lecture hour.
5. Discussion/Quiz Sections  
Discussion/quiz section enrollment size is limited to 25-30 students as often as possible. If the professor admits extra students beyond this section capacity, the TA should notify the TA Faculty Supervisor to find a remedy for the situation. TAs are required to meet with every scheduled discussion section, and to begin at the scheduled time. *If, due to a last minute emergency, a TA expects to be inordinately late (more than 5 minutes) or is unable to come to campus, the Main Office needs to be notified immediately (310-825-1011).* If the TA is unable to meet a section and knows this in advance, arrangements should be made for a suitable substitute. (See paragraph on *Illness and Other Emergency Absences.*) Discussion/quiz sections should be designed to enable the students to better understand the course lectures. For most courses, they should be run as *discussions* not lectures, in which the students actively develop their ability at thinking economically about the subject matter of the course.
  6. Final Grading Meetings  
TAs are officially required to remain in residence at UCLA until the end of the week following final exams or until all final exams are graded and the exams are handed over to the course instructor for course grades. Exceptions must be approved in advance in writing by the course instructor with a copy of the correspondence forwarded to the TA Faculty Supervisor for the student's employment file before the start of finals week. An unapproved absence may result in docked time from the TA's paycheck.
  7. Other Meetings with the Course Instructor  
TAs should expect a meeting with the instructor before the first course lecture is given, and are required to attend any additional meetings scheduled by the instructor throughout the term. Exceptions must be approved in advance by the instructor.
  8. Illnesses and Other Emergency Absences  
TAs do not accrue sick leave or vacation time. However, here are a few broad guidelines that TAs should use for illnesses or other emergency absences during the teaching quarter.
    - a) Short-term absences. TAs should, insofar as they are physically able, make arrangements in advance for other TAs to lead sections or do grading during short-term absences. The expectation is that the TA who has received such help will compensate in kind the TAs who have helped.

b) Long-term absences. Departmental support for the TA will continue as required by the UAW contract and with the following considerations: (i) the Fellowship Committee authorizes the absence and (ii) it is possible to distribute the extra workload among the other TAs or to hire a replacement. TAs who do not abide by these guidelines are subject to penalties as described in the UCLA Policies and Procedures for Academic Personnel Manual: "If an apprentice appointee fails to perform assigned duties due to an unauthorized absence, the employee is subject to a proportional reduction in salary." It may happen that the other TAs for the course must shoulder an unfair portion of the load; they may, for example, have to grade substantially more than their allotted number of assignments. If this occurs, and assuming resources are available, the Department will reimburse them at Graduate Reader rates for their extra time. TAs who anticipate any trouble complying with these guidelines should contact the TA Faculty Supervisor immediately for assistance.

#### 9. Training

The training course, Teaching of College Economics (495A), which is offered only once a year, begins just before the start of the Fall term of each year and concludes during the 8<sup>th</sup> week of Fall. The TA whose first course will be in the Winter or Spring must also enroll in Economics 495. One requirement of the course is that one discussion/quiz section for each new TA be videotaped. The observation and videotaping will be followed by an evaluative discussion with the TA Consultant or TA Faculty Supervisor. All *experienced* TAs are also encouraged to arrange with the TA Consultant for an observation or videotaping of at least one section during the Fall or Winter quarter. This is solely for training purposes; the results are not put into the student's employment file, nor are they reported to the Department, either formally or informally. Therefore, each TA will be either videotaped or observed by the TA Consultant or TA Faculty Supervisor at least once a year and if possible once each quarter. In addition, TAs are encouraged to attend a one-day UCLA conference called, "The TA at UCLA." This annual one-day training conference is held the Monday before the beginning of classes each Fall. Further information on this is available from the TA Consultant.

#### 10. Problems

Problems with a TA's performance or attendance may result in discipline depending on the individual situation reviewed on a case-by-case basis. This review may include a meeting involving the instructor, the TA Faculty Supervisor and the TA.

### **PART II: EVALUATIONS AND AWARDS**

#### 1. Student Evaluations of TAs

TAs are required to use the evaluation forms provided by the Office of Instructional Development (OID) and distributed through the Department during the 9th week of each term. These should be returned to the Main Office (8283 Bunche Hall), by a student, *not by the TA*, from each section immediately after they are administered. TAs

are encouraged to review the evaluations after they have been processed by OID, about mid-way through the next quarter. Check with the staff TA Coordinator during the next quarter for their availability. A copy of the Department Summary is available to each TA through the Graduate Office. **Note:** TAs earning student evaluation ratings below 7.0 for any quarter during the year may be required to repeat TA training during the next Fall and Winter terms, including re-enrollment in Economics courses 495A-B, to qualify for re-appointment in the following quarter/year. The faculty supervisor for the TA Program in Economics will determine when this is appropriate on a case-by-case basis.

2. Faculty Evaluations of TAs

The course instructor is encouraged to attend at least one section led by each TA in the course and afterwards to discuss his/her observations with the TA. This helps the TA to improve, and also provides a basis for the evaluation the instructor writes at quarter's end. TAs and course instructors should finalize the observation date by end of the fifth week of the term.

3. Departmental TA Awards

Each year the Chairman of the Department of Economics awards Certificates of Merit to Teaching Assistants that have been consistently evaluated as exhibiting excellent TA performance in the previous academic year. The awards are based on the student evaluations conducted quarterly for OID.

4. The UCLA Distinguished TA Award

This award is presented to a few TAs from various departments in a University-wide competition. The award typically includes a fellowship equivalent to the UCLA Dissertation-Year Award. Therefore, the department usually nominates a senior TA for this award.