

Roles and Responsibilities of TAs and Faculty Course Supervisors in French and in Italian in Advanced-Level Courses (200- and above)

**Department of French and Italian
University of Illinois**



Duties and responsibilities for teaching assistants are defined by their contract. In case of a conflict between the contract and the following departmental rules, the contract takes precedence.

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1. TAs will be present on campus at the start of the contract date and within a reasonable time (at least 2 business days) prior to the start of the semester to allow for planning and course administration.
 2. The syllabus and the course materials provided by the supervisor will be discussed ahead of time with the TA, who may propose modifications in agreement with the supervisor. In courses where the syllabus may be partly or entirely designed and the readings may be partly or entirely chosen by the TA, approval must be given by the supervisor before book orders are placed and description advertised.
 3. Supervisor is given access to grades in the class over the semester. TAs will submit grades within official deadlines.
 4. TA will provide supervisor with the following materials, which help them build a teaching portfolio:
 - Exams and quizzes with questions. TA and supervisor will review exam drafts. TA will make any necessary changes to drafts and submit them to the supervisor before printing, as per the dates agreed upon. TAs may not change exam dates or dates of major assignments as outlined on the course syllabus without consulting the course supervisor.
 - Assignments
 - Examples of graded papers and exams, from the best and from the weakest students.
 - Handouts; PowerPoint outlines
 - Description of activities, in class and with specific media.
 5. Supervisor and TA will coordinate and meet several times over the semester to discuss the syllabus, course objectives, assessment methods, class visit(s), mid-semester assessment(s), final exam(s) and/or paper assignment(s), and grading.
 6. TAs will fully participate in their evaluation process, which will include at least one class visit by the supervisor, on an agreed upon date. The Teaching Observation Form will have been shared with the TA at the beginning of the semester and will be used to evaluate the class. After the visit, the supervisor will share the visit report with the TA and they will discuss it in a post-

observation meeting. The evaluation process may also include subsequent unscheduled classroom visitations by the course supervisor.

7. Supervisor and TA will share useful teaching materials and ideas, exchange their views on what worked and what did not work in their respective sections.

TA may choose to visit a class or more in the supervisor's section of the course and may discuss the visit(s) with the supervisor.

8. TAs will conduct themselves in a professional and courteous manner toward course supervisor and students. This includes appropriate language, correspondence, behavior, and dress.

9. TAs and supervisors will respond to all written or oral inquiries and requests in a timely manner (within 24 hours), unless circumstances render this impossible. Timely responses to emails are particularly important.

10. TAs are expected to document all student issues as they arise and to communicate all cases of academic misconduct—including plagiarism—, discipline problems, etc., to their course supervisor in a timely fashion. In particular, cases of prolonged absences (more than one week), or major missed or failed assignments must be reported to the course supervisor immediately.

11. Any TA who is not able to teach a scheduled class should request a substitute and **must** include the course supervisor in any and all correspondence pertaining to such an absence. Requesting a substitute should be a rare event and should be done only in cases of emergencies, illnesses, or major scheduling conflicts.

12. TAs will not be permitted to cancel any class meeting without consulting their course supervisor; class meetings may be cancelled only if circumstances render the above actions impossible (e.g., in case of emergency).

13. TAs are expected to arrive in their classrooms on time and fully prepared. Similarly, TAs are expected to end class on time.

14. TAs will establish, publicize, and respect reasonable office hours, in accordance with departmental guidelines. One office hour/a week per class taught.

15. TAs are expected to adhere to the syllabus and cover material on the date prescribed in the syllabus. They are also required to return assignments graded in a timely fashion.

16. TAs are expected to teach in FRENCH/ITALIAN, with only a limited, judicious use of English. TAs should avoid extensive use of overly informal or familiar varieties of the language.

17. A copy of the class visit report and/or overall written evaluation of the TA's performance, along with a copy of all ICES forms, will be kept on file with the department's office manager to ensure confidentiality. They may be consulted only by faculty members and only for pertinent needs such as decisions for teaching prizes or letters of recommendation.