

TA Effort Allocation

Name of Supervisor _____ Name of Teaching Assistant _____

Title and number of course _____

Term _____ Year _____ Appointment for _____ hours per week

Approximate percentage of those hours expected to be dedicated to:	percentage	hours
Leading discussion sections	_____ %	_____
Attending lectures	_____ %	_____
Reading textbook and other course materials	_____ %	_____
Office hours and other communications with students	_____ %	_____
Leading review sessions outside class hours	_____ %	_____
Reading or grading student short journals or papers	_____ %	_____
Discussion prep meeting with instructor (one meeting per week)	_____ %	_____
Preparing for and giving lectures	_____ %	_____
Preparing materials, computer programs, etc.	_____ %	_____
Grading exams	_____ %	_____
Other: _____	_____ %	_____
Other: _____	_____ %	_____
Other: _____	_____ %	_____
Other: _____	_____ %	_____
Total (must be 100%)	_____ %	_____

Syllabus submitted for required approval by supervisor on time _____ yes _____ no

TA attended the required training _____ Yes [If no then give reason _____]

Submitting grades and policies discussed between supervisor and TA _____ yes _____ no

For first-time teaching assistants only: (those who have not taught at the University of Iowa previously). Your supervisor will conduct a preliminary assessment of your teaching within the first eight weeks of the semester. This supervision form can be found at: http://www.uiowa.edu/commstud/forms/dep_forms.shtml

This form was filled out by the supervisor and discussed with the teaching assistant as signified below:

Signature of Teaching Assistant _____ Date _____

Signature of Supervisor _____ Date _____