

General GUIDELINES for Graduate Assistants

1. You are expected to work a half hour outside of class per week on class-related activities for every credit hour. For three credit hour classes, you will be asked to spend 1.5 hours outside of class; for a 4 credit hour course, expect to spend 2 hours outside of class; for a 5 credit hour class, expect to spend 2.5 hours outside of class per week.
2. Be prompt. Please come to class at least 5 minutes before class starts and stay 5 minutes after.
3. We expect you to come to class prepared to assist students with any questions they may have concerning in-class activities, course content, homework, and technology. You are enrolled in a special Blackboard MATH 10041 Introductory Statistics Coordinator Course that contains all materials for the course, including answer keys to the in-class activities, technology guides for each chapter, and videos for learning how to use the graphing calculator. Please make use of these materials as you prepare for class.
4. Your responsibility during class time includes taking attendance, monitoring exams and assisting students with their daily group activities. Your lead instructors may have additional duties for you.
5. You need to circulate and actively work with students during class time. Please discuss with your instructor your duties for the course. Class time should be focused on helping students with class activities.
6. If a student has a concern about grades, attendance policy, etc., please discuss these issues with the lead instructor first or direct the student to the instructor. If you, yourself, have questions about class policies, procedures, content, or technology, you need to discuss these issues with the lead instructor outside of class time. At NO TIME is it acceptable for you to question or contradict the lead instructor during class in front of students.
7. You will be asked to grade outside of class. Your instructor will determine grading duties and deadlines.
8. You are expected to know and be able to use the technology used in the course. Please see the "Technology Guides" folder in the Blackboard course.
9. You need to be aware of the course policies and syllabus of your course.
10. You need to attend the regular MATH 10041 instructor meeting on the Thursday before classes start. At this meeting, you will meet with your lead instructor and learn about course policies, your duties as assistant, and any updates for the course.