



SCHOOL OF PUBLIC HEALTH  
Department of Behavioral and Community Health

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[Date]

Dear [GTA Name]

Welcome to the instruction team for [course number and course title]. I look forward to working with you during [Semester & year]. This course meets [class schedule]; there are approximately [number] [undergraduate or graduate] students. More information is in the course syllabus.

Given the course structure and class requirements, I recommend that we meet [weekly, biweekly, monthly, as needed] to review course plans and updates. Apart from those meetings, I can be reached by [email and or phone].

During the course of this appointment, your responsibilities will require an average weekly time commitment of [10 or 20 hours], *primary tasks* include: Check all that apply

<input type="checkbox"/> Attend and actively participate in course lectures	<input type="checkbox"/> Respond promptly to emails from students and instructor
<input type="checkbox"/> Host assigned course sections according to the class schedule	<input type="checkbox"/> Attend scheduled meetings with the instruction team
<input type="checkbox"/> Grade course work	<input type="checkbox"/> Maintain the course web page (i.e. canvas)
<input type="checkbox"/> Initiate and monitor course technology (videos, clicker etc.).	<input type="checkbox"/> Schedule and host regular office hours
<input type="checkbox"/> Maintain student records	<input type="checkbox"/> Schedule and host student study sessions
<input type="checkbox"/> Other: _____	

Other course duties and expectations as anticipated throughout this semester are listed on page 2, the GTA / Instructor Mutual Expectations Check List.

\_\_\_\_\_  
**Name of Instructor**

\_\_\_\_\_  
**Instructor Email**

\_\_\_\_\_  
**Name of GTA**

\_\_\_\_\_  
**GTA Email**

\_\_\_\_\_  
**Course**

\_\_\_\_\_  
**Semester/Year**

\_\_\_\_\_  
**Start Date**

\_\_\_\_\_  
**End Date**

## GTA / Instructor Mutual Expectations Check List

### Expectations regarding professionalism (check all that apply)

- Maintain student confidentiality
- Complete UMD's 10 minute FERPA tutorial at <http://www.sis.umd.edu/ferpa>
- Demonstrate knowledge of university honor code policies, professional ethics, and other course related policies. <http://www.ugst.umd.edu/courserelatedpolicies.html>
- Maintain positive professional relationships with students, other GTAs/undergraduate teaching assistants (UTAs), and instructor
- Ask questions when unsure of responsibilities or course content
- Demonstrate knowledge of student support services including the UMD Counseling center, writing center, and Accessibility and Disability Service (ADS) support
- Communicate with instructor in a timely manner if an illness or other unavoidable absence conflicts with your GTA duties
- Other duties: \_\_\_\_\_

### Expectations regarding teaching and mentoring activities (check all that apply)

- Prepare section lecture and or activities per course guidelines
- Assist with identifying underperforming students and communicate with instructors regarding these students
- Hold study / or review sessions for students as appropriate
- Provide corrective feedback to students in a positive and constructive manner
- Provide clear explanations of course material to students
- Supervise, train, and manage undergraduate teaching assistants in coordination with the instructor
- Demonstrate knowledge and understanding of course content

- Stay informed and ahead of the course schedule to anticipate and plan for upcoming assignments, exams, deadlines, etc.
- Help students stay informed and ahead of the course schedule to anticipate and plan for upcoming assignments, exams, deadlines, etc.
- Provide guest lectures as appropriate
- Be available to assist with preparing and grading exams and assignments, when needed
- Distribute course material to students
- Other \_\_\_\_\_

### Expectations of instructor mentorship of the GTA (check all that apply)

- Review syllabus with GTA prior to semester
- Provide clear directions in grading exams and assignments
- Mentor GTA regarding teaching pedagogy
- Assist GTA in developing material for guest lectures
- Provide ample advanced notice of scheduled assignments or changes to assignments
- Communicate with GTA on a regular basis to discuss class
- Review UMD policies with GTA
- Provide feedback to GTA regarding their performance
- Mentor GTA on how to address student questions/ concerns regarding exams and assignments, grading rubrics, grading disputes
- Other \_\_\_\_\_

**We have reviewed GTA / Instructor Mutual Expectations Check List.**

\_\_\_\_\_  
**Instructor Initials**

\_\_\_\_\_  
**GTA Initials**

\_\_\_\_\_  
**Date**