

# FHIS TEACHING ASSISTANT RESPONSIBILITIES & RESOURCES

## RESPONSIBILITIES

Assuming the role of Teaching Assistant (TA) while engaging in graduate studies requires balancing both teaching and research expectations. It is important to achieve this balance given peer teaching evaluations and overall performance are important components of a curriculum vitae when establishing an academic dossier. A TA appointment is neither a bursary nor a scholarship; it is a teaching position and should be approached with the utmost professionalism and responsibility. Please read the following information concerning TA responsibilities.

## ADMINISTRATION

New TAs will be notified when their Employee Number has been created. New TAs must link their existing student CWL ID to their new Employee Number: <https://it.ubc.ca/services/campus-wide-login-cwl/how-add-employee-or-student-number-your-cwl-account>. The following systems will then be available:

### FACULTY SERVICE CENTRE

<https://ssc.adm.ubc.ca/fsc/home>

Allows access to class lists for student contact and online grade entry.

### MANAGEMENT SYSTEMS PORTAL

<https://www.auth.cwl.ubc.ca/auth/login?serviceName=pssslogin>

Allows UBC employees to view pay stubs and tax forms. Payment is on the 1<sup>st</sup> and the 15<sup>th</sup> of the month.

### FASMAIL

[www.mail.ubc.ca](http://www.mail.ubc.ca)

TAs are automatically assigned a FASmail account (an email service for UBC employees), which should be used for communication related to TA work. Unlike a UBC alumni email address, the FASmail address becomes obsolete at the end of the TA appointment. Third party e-mail services (gmail, yahoo, live etc.) are not to be used.

## TEACHING

- TAs must be ready at the beginning of the semester for the first day of classes. TAs unable to attend the Department orientation meetings and the TA orientation meetings at the beginning of term (**Friday, September 1<sup>st</sup>, 2017**) must contact the course coordinator regarding textbooks, course outlines, Connect/Canvas and other materials.
- TAs must arrive to class every day on time. Classes are either 50 or 75 minutes long. As a courtesy rule, please allow instructors and students from previous classes to leave the classroom before entering and make sure to finish on time to allow the next instructor to enter in time for the following class. It is important that classes finish on time in order to allow students sufficient time to get to their next class.
- TAs must inform students of office hours and also post them on office doors, including office phone number and email for appointments. Allow one hour per course. Meetings by appointment should be in addition to regular office hours. A list of all office hours will be posted for students on the front counter of the FHIS main office and on the departmental website. All office hours are to be held in Brock Hall Annex or the Learning Centre of the Department. Coordinate office hours amongst TAs sharing desks so that office hours are not scheduled at the same time. The Reading Room is not to be used for make-up examinations or office hours.
- TAs must not change any component of the course, the distribution of marks or the assignments stated in the Syllabus; and they must contact their coordinator if they have any questions regarding these items.

## ILLNESS AND LEAVE

TAs are responsible for their course assignment until the end of the semester, including duties regarding marking and paperwork. TAs must not leave town before their exams are marked and marks have been entered in the FSC system.

- In the event of sickness or legitimate absence, TAs must inform the coordinator and suggest a replacement. If it is not possible, they should inform their students by email via FSC at <https://ssc.adm.ubc.ca/fsc/home>. After logging in, under Assigned Section, click on the course to view the class list(s) in order to send an e-mail message. Also contact the FHIS Office by telephone at 604 822-2879 so that a sign can be posted on the classroom door. TAs must have a very serious and legitimate reason to cancel a class.
- If planning to attend a conference or another legitimate event, TAs need to seek permission from the Department through the course coordinator at least two weeks in advance. Once approved by the coordinator, it is the TAs responsibility to find an authorized replacement to lead missed classes.

TAs missing classes without the authorization of their course coordinator or of the Head of the Department (even if they find a replacement), reporting late at the beginning of a term or leaving at the end of the term before submitting final grades will have their salary cut. This policy has been established in consultation with the TA Union.

## EXAMINATIONS AND GRADES

- Invigilators must arrive at least 20 minutes early to assist the person in charge in setting up the exam. Invigilating is not optional. In some courses, we have more than 600 students and it is important that everyone be there to help.
- TAs must know and understand the Department guidelines regarding marks from the very beginning of term.
- TAs must attend all marking meetings (midterms & final) unless a special arrangement has been made.
- TAs must mark the final exams of their corresponding sections and afterwards turn them into the course coordinator WITH a copy of the spreadsheet with final marks. Include students' full names in alphabetical order.
- Final exams must be turned in 7 business days after the exam date. Otherwise a hefty penalty is charged to the department.
- Always double check calculations when averaging final grades
- Instruction to enter grades in FSC: <https://facultystaff.students.ubc.ca/files/FSCUserGuide.pdf>.
- Once grades are entered in FSC, TAs notify their course coordinator who will submit the grades.
- Grades are given in whole numbers only (no fractions are allowed). The system makes the conversion to letter grades automatically.
- Add DNW (=Did Not Write Final Exam) where relevant. Do *not* use SD (=Standing Deferred).
- In case a student has not completed all the course requirements and/or has not written the final exam, enter the total grade at that point, as would be done with any other grade and inform the course coordinator.
- Student exams are confidential material. If taken off-campus, please handle them in a private space and return them to UBC after marking.
- Do NOT take final exams out of town.
- Do NOT leave town before final exams are finished and marked.
- Marked exams are the propriety of UBC and must be returned to the course coordinator. Grades and exams are confidential.

## RESOURCES

There are a number of orientations and workshops available to Teaching Assistants.

### ORIENTATIONS

There is one “General Orientation” session on the Friday before the start of Winter Session and a “Preparing your First Class” session on the Tuesday before the beginning of Winter Session.

### TRAINING WORKSHOPS

- An Instructional Skills Workshop (ISW) given by the Centre for Teaching, Learning and Technology (CTLT) is mandatory for all TAs. CTLT offers a workshop designed especially for Second Language teachers and it is delivered on two Saturdays separated by two weeks of peer class observation. TAs unable to attend this special ISW may sign up for any other ISW, either in August or during the Winter session, but these are scheduled over three days (Th., Fr. and Sat.) and are not designed specifically for language teaching, and have long waitlists. The ISW must be completed by the end of the first year of the TAship. TAs will receive an internationally recognized certificate after completion of the workshop for their teaching portfolio; and it will be added to their official UBC transcript.
- Workshops on relevant teaching practices and methodologies (attendance is mandatory) are offered on a bi-monthly basis (November, January, and March) as well as an end-of-year debriefing session in April.
- Class visits (informal and formal), mentoring. Additional information is communicated at the start of term.

### UBC POLICY

All effective policies passed by the Board of Governors are listed at <http://universitycounsel.ubc.ca/policies/index>.

### INFORMATION TECHNOLOGY

This policy is intended to outline the responsibilities of members of the University community with respect to the acceptable use and security of University electronic information and the services, devices and facilities that store or transmit this information. Please make note of the following:

- Policy #104 “Responsible use of Information Technology Facilities and Services”:  
<http://universitycounsel.ubc.ca/files/2013/06/policy104.pdf>

### PRIVACY

UBC has published the Fact Sheets to provide guidance on privacy issues to faculty and staff. Please visit <http://universitycounsel.ubc.ca/access-and-privacy/privacy> for a list of Fact Sheets. In particular, please read:

- Overview of Privacy Fact Sheet:  
<http://universitycounsel.ubc.ca/files/2015/05/Fact-Sheet-Overview-of-Privacy.pdf>
- Personal Information Fact Sheet:  
<http://universitycounsel.ubc.ca/files/2015/05/Fact-Sheet-What-is-Personal-Information.pdf>

### RESPECTFUL ENVIRONMENT & BULLYING AND HARASSMENT PREVENTION

At UBC, we strive to provide a safe, respectful, and productive work environment for our faculty, staff, and student employees.

- UBC Respectful Environment Statement:  
<http://www.hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf>
- All UBC employees must complete the online course on preventing bullying and harassment at the beginning of their appointment: <http://bullyingandharassment.ubc.ca/training-events>

#### IMPORTANT!

All TAs must submit a copy of their Bullying and Harassment Certificate of Completion to the FHIS Administrator:

Michael Ferrazzi  
[michael.ferrazzi@ubc.ca](mailto:michael.ferrazzi@ubc.ca)