

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
DEPARTMENT OF SPANISH, ITALIAN, AND PORTUGUESE

TEACHING ASSISTANT

Duties:

Teach assigned classes as scheduled. Hold office hours, during which you are available to students for 1-2 hours per week for each assigned course.

The standard Teaching Assistantship is a 50%, nine-month appointment. You will be expected to participate in some meetings during times when school is not in session (usually just before the beginning of the semester). Teaching, meetings, class preparation, and office hours will typically occupy an average of twenty hours per week (averaged throughout the academic year). The appointment period begins on August 16 and ends on May 15.

A T.A. with a standard 50% appointment will teach the equivalent of three traditional classes per year (an average of 6 contact hours per week), which will be distributed as needed to fill sections that year (typically, two classes in the fall and one in the spring). Traditional language courses have four contact hours per week; most of those which employ on-line learning have only two contact hours a week.

Due to stipulations of the U.S. Immigration law, international students may not work more than 20 hours per week for paid compensation. Given that the College estimates that a 50% T.A. appointment will occupy an average of 20 hours per week, international T.A.s may not teach more than the equivalent of three regular classes per academic year. Additional classes may be offered to domestic students as departmental needs arise, to a maximum of four regular classes per academic year. However, *no* T.A. is guaranteed the opportunity to teach more than the standard three regular classes per academic year.

Teaching Assistants are responsible to the Director of Language Instruction, the Assistant Director of Language Instruction, the Course Supervisor, and/or other supervising Professors.

Responsibilities:

Comply with all the guidelines and regulations of the SIP Language Program(s) for which you are teaching.

Prepare daily lessons, guided by the course syllabus.

Grade and return all student homework, compositions, and exams promptly.

Write assigned sections of the Midterm and/or Final Exam for the course taught and submit them by the established deadlines.

Proctor the combined Midterm and Final Exams.

Attend periodical course group meetings throughout the semester (approximately 6) and attend no more than two additional workshops.

Keep accurate and up-to-date records of student grades and submit these grades to the Director of Language Instruction (for Spanish, the Assistant Director of Language Instruction) at the end of each semester. Submit official grades on the university Grade Roster form at the end of each semester.

All T.A.s are required to attend the All-Campus Orientation and the SIP Orientation immediately preceding their first semester; and to successfully complete the SIP 571 methodology course during the fall semester of their first year.