



The University of Texas at Austin
Department of Mathematics
College of Natural Sciences

GRADUATE TEACHING ASSISTANT GUIDELINES
Academic Year 2025-2026

- **Be prompt and reliable:** Basic but important. Do your utmost to keep up with the grading and other duties.
- **Be responsive, communicative and respectful** with respect to the instructor.
- **Reach out to the instructor as soon as you have your assignment.** Answer their queries promptly and professionally.
- Understand that **the instructor is the primary decision-maker** about the TA's duties and about how the class content is to be presented.
- **Discuss TA duties with the instructor at the beginning of the semester**, along with the time commitments expected. Make sure the outcome is put in writing and acknowledged by both parties (e.g. in an email exchange).
- **Attend classes** regularly if that is one of the duties laid out the instructor.
- Understand that the instructor's **trust**, and with it perhaps greater autonomy, can be **earned**.
- Know that the parameters for the duties are laid out in the **policy document**: here: <https://www.ma.utexas.edu/academics/graduate/ta-assignments-ta-grader-policy>.
- Know that **some flexibility** on duties is expected. In particular, **time-trades** are generally acceptable. For instance, the instructor might wish the TA to grade a short weekly quiz in a class where that isn't a standard duty. That's OK, so long as the time involved is estimate, and if necessary, other potential duties are waived to make up.
- **Put in the time.** The CNS rule for TA appointments is that the regular recurring duties should take up *to two thirds* of the employment time (so, about 13-14 hours for a 20h/week appointment, about 6-7 hours for a 10h/week appointment). Occasional and incidental duties (grading tests, answering queries from students, etc.) account for the remaining one third. If in a certain week you can do a good job in less time, that's fine – but don't assume that you can.
- **Limit in-semester travel**, and if you must miss a discussion session, get a well-qualified sub. Discuss travel plans with the instructor well ahead. *As a rule of thumb, going away for a week's worth of classes in one semester, to participate in conferences or present seminars, is typically OK. More than that is typically not OK. Using subs interrupts the consistency of the class, and that seriously matters to undergrads.*
- **Don't travel during key exam/grading periods** if you are expected to proctor/grade.
- **Return to Austin on time** at the beginning of the semester.
- **Plan** discussion sessions, make them as **interactive** as possible, and tackle the material in a way that **reinforces the instructor's presentation** – adopting the same approach to the material and the same conventions.
- When **grading, mistakes and deficiencies in the work need to be sought out**, not blithely tolerated. Marking flawed work as correct ends up hurting students.
- **First impressions count.** The quality of your work at the beginning of the semester is crucial.



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Note on Title IX and consensual relationships

We expect a high standard of personal conduct from TAs.

In accordance with federal and state law, the university prohibits discrimination on the basis of sex, including sexual harassment, and encourages students, faculty, staff and visitors to promptly report sex discrimination and sexual harassment. A TA is considered a mandatory reporter required to report incidents of alleged prohibited conduct under Title IX to the university. These issues are covered in the required UTLearn training module “Title IX Basics”.

The University prohibits any student employee from engaging in a consensual relationship with any student whom they teach, manage, supervise, advise, or evaluate in any way. It is critical that you report any consensual relationship with a student in your class *immediately* so that we can rearrange your duties.



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Guidelines by course

M 305G

TA appointment is 20 hours per week. Duties are as follows:

- Attend lectures (3 hours per week.)
- Lead discussion sections (3 hours per week.)
- Hold office hours. (3 hours per week.)
- Help with proctoring and grading exams. (Hours per week will vary.)

Please note the following regarding this assignment:

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
- Contact Tan Thai (tanthai@math.utexas.edu) for textbooks with title, author, edition, ISBN if available. Always include your UT EID.

M 408C/D

M 408M

M 408N/S

M 408Q/R

TA appointment is 20 hours per week. Duties are as follows:

- Lead discussion sections (4 hours per week.)
- Staff CalcLab (1 hour per week.)
- Provide an additional 3 hours per week of student contact, chosen at instructor's discretion from these options: (a) attend lecture(s) (b) hold office hour(s), (c) spend additional time staffing CalcLab
- Coordinate homework grading (when undergraduate graders are assigned). (Hours per week will vary.) Note that graduate TAs are not responsible for grading quizzes or homework. If undergraduate TAs or graders are not available, we highly recommend the use of Quest.
- Help with proctoring and grading exams (hours per week will vary). TAs should not be expected, on average over the course of a semester, to grade more than half of the problems on tests and final exams. Moreover, the instructor must supply a rubric for test or exam problems to be graded by the TA.

Please note the following regarding this assignment:

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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M 408K/L

TA appointment is 20 hours per week. Duties are as follows:

- Lead discussion sections (4 hours per week) using standardized worksheets that will be available on Canvas.
- Staff CalcLab (1 hour per week.)
- Provide an additional 9 hours per week of student contact, chosen at instructor's discretion from these options: (a) attend lecture(s) managing the chat or breakout rooms, (b) hold office hour(s), (c) spend additional time staffing CalcLab

Please note the following regarding this assignment:

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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M 427J/L

TA appointment is 20 hours per week. Duties are as follows:

- Attend lectures managing the chat or breakout rooms. (3 hours per week.)
- Lead discussion sections (2 hours per week.)
- Hold office hours (2 hours per week.)
- Grade quizzes. (3 hours per week.)
- Coordinate homework grading (when undergraduate graders are assigned). (Hours per week will vary.)
- Help with proctoring and grading exams (hours per week will vary). TAs should not be expected, on average over the course of a semester, to grade more than half of the problems on tests and final exams. Moreover, the instructor must supply a rubric for test or exam problems to be graded by the TA.

Please note the following regarding this assignment:

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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M 340L

TA appointment is 20 hours per week, with each TA responsible for three sections of course. Duties are as follows:

- Attend lectures (4 hours per week – two lectures of each course per week.)
- Hold office hours (4 hours per week.)
- Help with proctoring and grading exams and quizzes. (Hours per week will vary.)
- Coordinate homework grading (when undergraduate graders are assigned). (Hours per week will vary.)

Please note the following regarding this assignment:

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
- Contact Tan Thai (tanthai@math.utexas.edu) for textbooks with title, author, edition, ISBN if available. Always include your UT EID.

M 325K

M 341

M 346

M 348

M 358K

M 368K

M 378K

When available, TA appointment is up 10 hours per week, based on enrollment. Duties are as follows:

- Grade homework
- Hold hours if requested to do so by the instructor (not to exceed 20% time – i.e. 2 hours per week for a 10 hour appointment).

Please note the following regarding this assignment:

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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M 362K

TA appointment is 20 hours per week, with each TA responsible for up to three sections of course. Duties are as follows:

- Hold office hours (2 hours per section for 6 total hours per week); Instructor will provide homework key to support homework review questions.
- Help with proctoring and grading exams (including the final); TA will be responsible for grading 1/2 - 2/3 of exams (hours per week will vary). Moreover, the instructor must supply a rubric for test or exam problems to be graded by the TA.

Please note the following regarding this assignment:

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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M 362K – IBL (Inquiry-Based Learning)

TA appointment is 20 hours per week. Duties are as follows:

- Attend every lecture and help students who are working in small groups and aid in the logistics of the class.
- Lead an independent inquiry project for each student (could be small groups) outside of class. This would be 10% of the student's final grade. Please discuss with Instructor for examples of past projects.
- Coordinate work of LA and/or grader.
- Hold office hours as needed.

Please note the following regarding this assignment:

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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M 365C/D

M 367K/L

M 372K,

M 373K/L

When available, TA appointment is up to 10 hours per week, based on enrollment. Duties are as follows:

- Grade homework.
- Hold office hours if requested to do so by the instructor (not to exceed 20% time — i.e. 2 hours per week for a 10 hour appointment).

Please note the following regarding this assignment:

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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M 380C/D

M 381C/D

M 382C/D

M 383C/D

M 385C/D

M 387C/D

TA appointment is 20 hours per week. Duties are as follows:

- Provide grading assistance.
- Hold office hours if requested to do so by the instructor (3 hours per week).

Please note the following regarding this assignment:

- The list above represents the typical duties for this course; however reasonable time trades are acceptable (for example additional student contact hours in place of supervising a grader), so long as both the instructor and TA are clear and in agreement about the change.
- The TA is not released from duties until the instructor has submitted final grades, or upon mutual agreement between instructor and TA.
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