

Graduate Student - Teaching Assistants in the Department of Visual Arts, 2023-2024

Graduate Student – TA General Information:

Graduate Student -TAs work a nominal 10 hours per week. Attendance at all scheduled classes for the duration of the class during the 9-week quarter is required for TAs as well as some time in advance of the quarter to allow for course preparation and/or grading, critiques, etc. during/following finals week to be discussed with the faculty advisor. TAs should only assist faculty with tasks that are directly related to teaching the specific course to which they have been assigned. Faculty may have the ability to hire their TAs to do additional work that does not pertain directly to the class from their research account. Please note that TAs are not obliged to take on any additional responsibilities outside of the course.

Graduate Student - TA Responsibilities:

- TAs are responsible for managing Canvas, the university's online learning management system, for faculty. This includes scanning and uploading articles and images as needed. Links for training and further details below, if needed.
- TAs must be comfortable using Zoom for online instruction, should the occasion to use Zoom arise. Please see below for information on training, if needed.
- TAs are responsible for reserving rooms and spaces for class critiques. Please see the wiki and your MFA orientation on Canvas for instructions on how to reserve the spaces that DoVA controls:

017 (basement installation space)
Logan Center Great Hallway (2nd floor)
Logan Center Courtyard Hallway (2nd floor)
Logan Center South Hallway (2nd floor)
Midway Studios Great Hall

If the instructor wishes to reserve any other space at the Logan Center, the TA can check its availability at <https://rooms.uchicago.edu/>

If the room is available, the TA should contact loganops@uchicago.edu to request it.

- TAs are responsible for reserving the A/V equipment, bringing it to the room, and ensuring it is in working order before class begins. It is the TAs responsibility to budget enough time to reasonably ensure that equipment will be set up and ready to go in time for class to begin. TAs are required to attend training sessions with the Logan Media Center in advance of beginning their TA positions so they will be well versed on projection equipment. Faculty members are responsible for informing their TAs of any equipment needs in a timely manner.

- Other duties may be assigned and those can vary by instructor and class.

There is an expectation that faculty and TAs meet early in the quarter to discuss the course, any additional responsibilities required, training needs for both faculty member and TA, how much prior notice is needed for pre-class set-up and other tasks, and communication expectations outside of the course. Should any concerns arise, it is the TAs responsibility to communicate these to the faculty member and/or program leadership immediately so that a remedy can be found.

Finally, TAs should understand that accepting a TA position is a serious responsibility and commitment. It is an important opportunity for professional development, pedagogical training, and it is also an opportunity to build relationships with DoVA faculty while observing their teaching strategies. Should there need to be any changes with the student's ability to complete their commitment to this role, the student must inform program leadership immediately to discuss further. Please note that a DoVA Teaching Fellowship currently requires students to have been a TA for at least 6 DoVA classes.

TAs will be asked to sign a copy of this policy before accepting their assignments for the year to acknowledge that they have read, understood, and agree to it.

Graduate Student – TAs Training:

- 1) Teaching assistants are required to register for and attend the [Teaching@Chicago](#) conference at the [Chicago Center for Teaching](#) (CCT). The CCT is an important resource for your professional development. If you're interested in a career in teaching, and/or you'd like to apply for the DoVA Teaching Fellowship, please take advantage of their resources while you're a student here.
- 2) TAs must also attend training sessions with the Media Center and Shops during orientation week; details about these mandatory sessions will follow.
- 3) TAs must also be comfortable assisting faculty in using Canvas and Zoom. Additional information about Canvas and online teaching can be found here: <https://courses.uchicago.edu/>