### Instructor Responsibilities

**Establish expectations:**
- TA assignment (lab/recitation/grading/office hours etc.)
- Time commitment – e.g. dates of employment, attendance at lecture
- Check-in meetings
- Evaluate – e.g. observation, midterm student feedback

**Provide training:**
- Course syllabus
- Access to class lists
- Moodle, if appropriate
- Grading policies and assignment rubrics
- Grading practice and calibration, as needed
- Department resources – e.g. rooms, keys, copies, tech, etc.
- Relevant U of MN policies, especially EOAA, Disability Resources, Student Code of Conduct
- U of MN teaching resources

**Monitor and support:**
- Conduct check-in meetings and trainings as needed
- Observe TA conducting recitation/lab/discussion, if relevant
- Review student feedback regarding TA performance

**Evaluate and make next assignment:**
- Review Student Rating of Teaching results and other relevant data regarding performance
- Create development plan with TA

### TA Responsibilities

**Clarify any questions regarding expectations:**
- TA assignment (lab/recitation/grading/office hours etc.)
- Time commitment – e.g. negotiating time off, attending lectures
- Check-in meetings
- Evaluation plan

**Participate in training:**
- Be clear about syllabus
- Review class lists; learn names if possible
- Sign off on Moodle proficiency if appropriate
- Be clear about grading policies
- Test out room and equipment
- Review online policy information, especially EOAA, Disability Resources, Student Code of Conduct
- Access resources for future use

**Perform duties and seek feedback:**
- Attend check-in meetings and trainings
- Discuss observation feedback if relevant
- Gather and review student feedback regarding performance

**Review and set new goals:**
- Review Student Rating of Teaching results and other relevant data regarding performance
- Create development plan with instructor

### Resources

**Student Conflict Resolution Center**  
www.sos.umn.edu  
612.626.0689, 254 Appleby Hall  
Contact: Jan Morse

**Office for Conflict Resolution**  
www.ocr.umn.edu  
612.624.1030, 662 Heller Hall  
Contact: Julie Showers

**Graduate Assistant Employment Program**  
www.humanresources.umn.edu/find-job/graduate-assistant-jobs  
612.624.7070, 545 West Bank Office Building  
Contact: Susan Cable-Morrison
## Research Supervisor Responsibilities

**Establish expectations:**
- Scope of project – e.g. timeline, role of RA
- Hours of work, meeting schedule, and pay
- Lab notebook protocol – e.g. documentation, storage
- Access to materials
- Space – e.g. bench/lab space

**Provide training:**
- Safety procedures
- Engage RA with subgroup and other project members
- Recent work in literature
- Standard operating procedures

**Monitor and support:**
- Subgroup meetings
- Check in on progress
- Read and critique, collaborate as needed
  - Intellectual property guidelines

**Evaluate and review:**
- Collect lab notebooks, materials, keys
- Manuscript, data sets
- Coordinate a clear departure
- Reference letter

## RA Responsibilities

**Clarify any questions regarding expectations:**
- Scope of the project and your role
- Personal funding support
- Content knowledge and skills
- Other experts available for consultation
- Use of space and materials

**Participate in trainings:**
- Safety procedures
- Engage with subgroup and other project members
- Review literature
- Standard operating procedures – e.g. reviewing/writing

**Perform duties and seek feedback:**
- Attend meetings, coordinate with subgroup
- Maintain lab manual
- Provide timely and relevant drafts, data summaries
- Ask for feedback

**Review and set new goals:**
- Leave clear standards of practice/report; directions to the person taking over the project
- Request reference letter

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