

## Teaching Assistant Information Sheet

### Department Administrators:

- **Department Chair:** Tim Swartz
- **Graduate Chair:** Jinko Graham
- **Departmental Manager:** Sadika Jungic
- **Grad/Chair's Secretary:** Kelly Jay
- **Undergraduate Secretary:** Charlene Bradbury
- **Statistics Workshop Coordinator:** Marie Loughin
- **Department TSSU Shop Steward:** Shaun McDonald

### Important Components of your Teaching Duties

- **Preparation:** You should be prepared in terms of the course contents, exercise problems, computer packages, and, where appropriate, tutorial planning. This will involve regular interaction with the instructor or coordinator as well as time on your own.
- **Contact Time:** Keep in mind that you are often the "face" of the course/workshop. Your interaction with the students is often crucial to their success and to the image of the department and university.
- **Privacy:** Hand back marked exercises and examinations only to the student submitting them unless the student has authorized someone else to collect them. Do not divulge marks or other personal information about students to others.
- **Conflict of Interest:** You are in a potential conflict of interest if you privately tutor students in a course you are paid by the department to tutor or mark. You must clear any such arrangement with the instructor or coordinator.
- **Academic Dishonesty:** Report any evidence of plagiarism or cheating to the instructor or coordinator. You are not responsible for disciplining the student.
- **Resources Available:** The Teaching and Learning Centre (TLC) organizes the Teaching Orientation Program for new students: <http://www.sfu.ca/tlc.html>. Take advantage of these events and record your participation on your professional resume.

### Scheduling

- As the term progresses, please inform the instructor or workshop coordinator as soon as possible of any unavoidable changes to your schedule.
- If you must miss a tutorial or workshop session, **it is essential that you contact the instructor or workshop coordinator as soon as possible.**
- If you are working in the [Workshop](#), please submit a complete and accurate timetable of your courses and related commitments to the Workshop Coordinator Ms Marie Loughin ([mloughin@sfu.ca](mailto:mloughin@sfu.ca)) as soon as possible so that she can prepare the workshop schedule.

### Time Use Guidelines (aka TUG Forms)

- The forms will be distributed to the course instructors and to the workshop coordinator. They will complete the forms and discuss them with you. The forms contain an approximate breakdown of hours you are expected to work in various categories.
- Please keep track of your hours and let the instructor or coordinator know as soon as you can if your duties are taking longer than the guidelines indicate. It is best for all concerned if the imbalance can be corrected early on.

### Problem Resolution

- Almost all problems can be resolved amicably with the instructor or workshop coordinator. Should a problem arise with respect to your duties, this should be your first step.
- Should this not succeed, you should feel free to talk to the TSSU Steward.

### Miscellaneous

- **E-mail:** You are all listed on the e-mail list [stat-acsc-ta-\(term\)@sfu.ca](mailto:stat-acsc-ta-(term)@sfu.ca). Please watch for important messages.
- **Mailboxes:** Please check your mailbox regularly. If you don't, you may miss something important to you.
- **Books:** Course texts are available in the office #10545 from our Undergraduate Secretary Charlene Bradbury. Please sign one out for the course(s) you have been assigned, and return it at the end of the semester.
- **Keys:** Please see the general office staff for keys and combinations or, if you are assigned to the Workshop, Marie Loughin, the Workshop coordinator, will provide you with the codes. Please keep these codes confidential.
- **Office Hours:** If you are tutoring an advanced course (i.e. in charge of TUTs), you will need to schedule office hours. Please let Charlene Bradbury and the students know when your course's office hour will be held.
- If you have **computing / printing** problems you should send an email to our technician Steve Obadia ([scitech@sfu.ca](mailto:scitech@sfu.ca)).
- **Directories:** The Department Phone/Email/Office Directory and the Department Directory of Services will be emailed to you before the semester starts.