

Linguistics TF Checklist

To decide with the instructor

	Are you expected to come to every lecture?
	How many office hours per week should you have?
	What will you be grading (assignments, exams, essays, projects)?
	Will the instructor provide an answer key and/or grading rubric?
	How quickly after due dates will graded assignments/exams need to be returned to the students?
	When is the final exam (in-class or during finals week)? Is there a midterm?
	Should you lead a review session before the midterm and/or final exam?
	Is section attendance mandatory for undergraduates? For graduate students in the course (if applicable)?
	If section day/time pre-determined by the schedule (ex. It's on Fridays at the same time as class) or can it be determined via the sectioning tool online?
	Will the instructor provide material or guidelines for what should be covered in section?
	Will you have a weekly meeting with the instructor to discuss student progress? Will there be "instructional lunches" (on university budget)?
	How will you deal with challenging/demanding students? (i.e. When would the instructor like to be notified? What kind of issues would he/she like to be informed of?)
	How long do students have to ask for points back after an assignment/exam has been returned to them?
	What should you do in case you must miss a day you are scheduled to teach, ex. In case of scheduled conferences?

To decide with co-TFs (if applicable)

	How will you split the grading of homework (by question or by section)?
	How will you share preparing section each week (each TF prepares his/her own section, each prepares section on alternate weeks, each prepares some part of section)?
	How will you solicit midterm feedback from students?
	In the event of absence, are you willing and available to sub in for each other? (Plan ahead: Do you have any conferences coming up?)
	If one of you has TFed for the course before, are you willing to share materials?
	How much of a difference in the number of students in your section are you ok with?
	How flexible will you be if students ask to attend a different section on a particular week?

To decide for yourself

	When will you do regular assignment grading? Block off a specific time each week if possible.
	When will you prepare weekly section? Block off a specific time each week if possible.
	How will you solicit midterm feedback from the students?
	When will you respond to student emails? When are you unavailable to them?
	When will your office hours be (strategize: making office hours close to assignment due dates means more students in office hours and less time spent answering their emails!)?