**GTA DESCRIPTION OF DUTIES**

OSU Department of Philosophy

All instructors should discuss responsibilities with their GTAs in advance and estimate the total workload using this form. GTAs should not be asked to work more than 20 hours on average per week. Moreover, they should not be asked to work more than 30 hours in any given week.

**COURSE INFORMATION**

|  |  |
| --- | --- |
| Instructor |  |
| GTA |  |
| Course Title |  |
| Course Number |  |
| Term |  |
| Location of Class |  |
| Day and Time |  |

**REGULAR DUTIES**

|  |  |
| --- | --- |
| **Regular Duties** | **Hours Per Week** |
| Attending lectures |  |
| Reading for lectures |  |
| Holding office hours |  |
| Leading recitations |  |
| Preparing for recitations |  |
| Maintaining student records (grades, attendance) |  |
| Other regular duties |  |
| Total regular duties |  |

**GRADING DUTIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grading Duties** | **Time Per Student** | **Number of Students** | **Total Time** |
| Midterm Exam |  |  |  |
| Final Exam |  |  |  |
| Paper # 1 |  |  |  |
| Paper # 2 |  |  |  |
| Paper # 3 |  |  |  |
| Other assignments |  |  |  |
| Other assignments |  |  |  |
| Other grading duties |  |  |  |
| Total grading duties |  |  |  |

**TOTAL DUTIES**

|  |  |
| --- | --- |
| Average Weekly Workload |  |
| Maximum Weekly Workload |  |

**SOME ESTIMATES**

For reference, here are some estimates of time spent by GTAs on various tasks:

* Grading 3 page papers: 15 minutes per student + 2 hours total
* Grading 5 page papers: 20 minutes per student + 2 hours total
* Grading midterm exams: 15 minutes per student + 2 hours total
* Grading final exams: 20 minutes per student + 2 hours total
* Giving comments on paper drafts: 30 minutes per student
* Preparing for recitations: 90 minutes per week
* Reading for lectures: 90 minutes per week

Please consider how experienced a grader is when estimating grading times and consider working together when assignments first come due to ensure that your estimates are reasonable.