

**GTA DUTIES & ESTIMATED TIME REQUIREMENTS
IN NATS GC 170A1**

Attend and participate in 2 class meetings of 75 min each	3 hrs/wk
Attend weekly GTA meetings &/or Preceptor Teaching Team meetings (Monday's 4:00 – 5:30 pm) (1-2 hrs /week for 16 weeks). <i>(NOTE: This covers part of your required 8-hours of Departmental level training required of all GTA's).</i> Our goal is for any separate GTA meetings to be few and far between, as weekly Preceptor Team meetings develop. Extra time can then be distributed to other duties below.	1 - 2 hrs/wk
Hold two (1/2 time GTA's) weekly office hours each week . Since it is unlikely that you will be assisting students continuously during your office hours every week, please note that other GTA duties listed below (e.g. readings, grading, etc.) can also be accomplished during this time.	2 hrs/wk
Assist in photocopying, preparing folders, organizing, grading and entering grades for tests, in-class and homework assignments & projects, etc. (KKH traditionally has graded Midterm /Final Exams; each GTA will take charge of grading and entering grades for one of the 4 In-Class Tests). Also provide draft questions for quizzes, tests and/or exams (KKH will polish and assemble these). The work load on this will be distributed among all GTA's during the semester with sensitivity to each GTA's schedule.	avg of 4-6 hrs/wk <i>(but will be very heavy in some weeks and much less in other weeks)</i>
Assist in setting up classroom facilities and materials before and after class and assorted additional tasks and duties as needed not included in the above (avg of ½ hr / week for 16 weeks) See CHECKLIST on back	1 hr /wk
Prepare for your role as a GTA by actually DOING all the assignments yourself: readings, Self Tests, Online Quizzes, take home and in-class activities . Of critical importance is pointing out typos, problems in clarity and interpretation, inconsistencies, etc. with these items as they get posted	avg of 3 hrs /wk
Miscellaneous extra duties for 1/2 time GTA's (responding to emails, proofreading things KKH posts on web, additional grading, giving a lecture of your own, etc. , etc.)	6 hrs / wk
TOTAL ESTIMATED HOURS PER WEEK	~20 (1/2-time)

- NOTE: The above is my best estimate – and my expectation -- of time to be expended on your assistantship duties. Your GTA work should not greatly exceed the hours you are paid, so please use the above as a guideline. In addition, I would like you to keep track of hours actually spent working on each of the above duties so that the estimates of time expended can be compared with reality and adjusted as necessary in future semesters.