RULES FOR TEACHING ASSISTANTS
DEPARTMENT OF MATHEMATICS AND STATISTICS
Academic Year, 2013-2014

1. Classes you are assigned to teach must meet regularly, and on time. Any absence must be reported to the Associate Chair. It is your responsibility to secure an appropriate replacement to teach your class. Do not give "walks" before holidays. Classes are to be held for the entire period and in the assigned room.

2. A course syllabus must be made out using the format on pages 13 through 16 of the departmental handbook and provided to the students within the first week of classes. The syllabus must be followed and turned into the receptionist. The syllabus must also be approved by your course coordinator.

3. Final examinations are to be given at the scheduled time and in the scheduled room, and no students are to be exempt from the final. You are expected to count the final as a significant part of the course grade.

4. You must keep class records (exam grades, homework, possibly attendance, etc.) in a meaningful manner. These records, as well as the final examination papers, must be turned in to the department office in the form of a grade book, or a signed copy of it, at the end of each semester.

5. If you are the instructor of record, you must keep at least six announced office hours per week. Your office hours must be approved by the Graduate Advisor, and you must inform the Graduate Academic Advisor of these hours. You need to be in your office during your office hours. If you are a TA, your hours will be determined by the instructor for whom you are working. Your office hours must also be held only during normal business hours (8 a.m. to 5 p.m.).

6. Incompletes (grades of "I") are to be given only with the approval of the Associate Chair. Incompletes are to be considered only when the student is passing but, for reasons beyond his or her control, cannot complete the course.

7. The department maintains a list of tutors, available in Math 201. You must never tutor your own students.

8. Calculators: You are responsible for finding out from the course coordinator about the policy regarding calculators in your course. This must be decided before the start of the semester. You must adhere to this policy in your section(s) and make sure that the syllabus mentions this policy.

9. Before you leave the department permanently, you must turn in all keys to the department, leave your office in reasonable condition, and leave a forwarding address where we can contact you. You will also need to return any textbooks you have borrowed from the department.

10. You must keep the Graduate Academic Advisor informed of your current address, telephone number and email addresses. You must also maintain a working TTU email address.

11. Do not change offices without the consent of the Graduate Academic Advisor.
12. Do not change degree programs without the permission of the Graduate Advisor.

13. You must be enrolled in 10 hours of Math/Stat classes, unless otherwise approved by the Graduate Advisor. Do not drop a course in which you are enrolled without the approval of the Graduate Advisor. New TAs will be required to register for a 3 credit hour pedagogy course in addition to the 9 hours of Math/Stat classes in their first semester.

14. See the Associate Chair or Graduate Advisor regarding any matter of departmental policy or procedure.

I certify, by my signature, that I have been given a copy of these rules and that I understand that they are a condition of my employment. Failure to abide by any of these rules can result in the termination of my employment with the Mathematics and Statistics Department.

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Signed                                      Date

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Printed Name