TA APPOINTMENT FAQ’s

**TA% APPOINTMENT** The % amount of a TA offer is very misleading. Does the amount stand for time, money, or tuition waiver? All TA positions are assigned as percentages (instead of full-time, half-time, or part-time). Listed below you will find the breakdown of the most common appointment.

25% Appointment Means:
- 12 hours of work*/week (details should be discussed with the course instructor)
- half-time employment for students
- eligibility for health insurance
- 1/2 tuition waiver up to 14 credits
- 1/2 of semester monetary stipend (for example, 196 hours @ $25.00/hr = $4900)

If you have further questions or fall into a different category than a 25% appointment, please visit Graduate Assistant Employment Services.

*DUE to biweekly pay periods, weekly work hours are not equal to weekly paid hours.

**TA COMMITMENTS** It is our expectation that by accepting a TA offer, you are agreeing to the following:
- Available to begin work on the appointment date and continue until the end of the semester - not just exams - to ensure grading is completed.
- Will attend the Mandatory TA workshop at the beginning of each semester.
- Will complete one TA professional development activity and corresponding form by the date provided in your offer.
- All nonnative speakers of English with an ELP other than 1 will enroll in International TA Program course GRAD 5105. Enrollment should occur even if waiting to take a scheduled SETTA. The class can be dropped once an ELP of 1 is confirmed. For further information, see our ELP Requirements.
- Will complete the duties assigned by the course lead instructor.

**PROFESSIONAL DEVELOPMENT** As a TA, you should be continuing to develop your skills as a teacher and as a facilitator of student learning. See this semester’s To Do List located on the Resources for Current TAs page or deadlines and activities that can satisfy your education development obligation.

**JOB DUTIES** Each course will require responsibilities that will differ depending on the professor. Only they can answer when and how you will do things. Be sure to contact your professors to determine your responsibilities for your official first day. For additional forms, strategies, guides and websites to help you get the job done, be sure to visit our Resources for Current TAs.

**JOB BENEFITS** All benefit questions should be directed to Graduate Assistant Employment Services.

**GETTING PAID** Once notified of your appointment, ME Payroll, mepay@umn.edu, sends forms and information to the email address provided on your TA application. Watch your inbox for this email and be sure to reply in a timely matter. Remember, the University must first recognize your appointment in order to prevent any delay in your pay and benefits. This is especially important for first-time University employees.

**DESKS & OFFICE SPACE** We are not assigning individual desks or offices to TAs.
MOODLE ACCESS  Moodle is a management system that allows users to create and manage online learning materials and activities for their course. It is the job of the course instructor to determine users and request a Moodle site from the University's Office of Information Technology (OIT). For more information, including user guides for both students and instructors, visit the OIT Course Management System website.

MAKING COPIES  All TAs have UCARD access to copy room ME 116 and Student ID access to the copiers therein. Access is set up prior to the TA workshop. If you are assigned a position AFTER the workshop and your access card doesn't work, contact Jennifer Dahal <jdahal@umn.edu>. She will confirm your appointment so you can get entered into the system.

OFFICE HOURS  Before requesting space, determine with the instructor how many people will attend the office hours weekly. Will the average be < 8 people or will there be > 8 people? Note that there is only ONE room for office hours in Mechanical Engineering: ME 2121 (new location as of F15). Additionally, it is Departmental policy that ME conference rooms NOT be used for weekly office hours.

Small Groups (less than 8 students) = schedule ME 2121
- ME 2121 contains three tables eligible for office hours
- Tables are scheduled on a first come, first served basis
- Send requests by email to Jennifer Dahal <jdahal@umn.edu> with the following information:
  1. Your name
  2. Your course number
  3. Instructor’s Name
  4. Time(s) of day desired
  5. Day(s) of the week desired

Large Groups = schedule using ASTRA
- All TAs must use ASTRA Schedule to locate and request a room
- Please note that ASTRA is a newer scheduling tool; it is not very user-friendly.
- We highly recommend you view the tutorials available on upper right the Home page Contact <ocmevent@umn.edu> (Office of Classroom Management) with any questions.

GETTING SUPPLIES  If you need something for the lab or classroom BEYOND general things like markers, red pens and chalk, it’s up to you to start the purchasing process. There are two ways for TAs to purchase items. Contact our Purchasing office <mepurch@umn.edu> or x5-4099 directly about either method.

1. U Market
   U Market is the University’s online shopping site. “How-to” instructions are located under the Forms link found within ME’s Intranet for Faculty, Staff and Students. If you receive an error when trying to log in, contact <mepurch@umn.edu> to get access.

2. Purchase Order Request Forms
   For items not found on U Market you’ll need to complete a Purchase Order Request Form. POs can be found under the Forms link found within ME’s Intranet for Faculty, Staff and Students. Hand in POs to ME 1100 and Purchasing will order the items for you.