

NUIP Teaching Assistant General Orientation Fall 2021

TA Coordinator:

Jean Zancanella
Email: jean.zancanella@health.utah.edu
Office: HPER n 212
Phone: (801) 585-9127

NUIP Accountant:

Jun Daniel
Email: jun@hsc.utah.edu
Office: HPER N 224D
Phone: (801) 587-9056

Contact Jun with questions regarding financial matters

Teaching Assistant: _____

Supervising Instructor & Classes: _____

Teaching Assistantship Responsibilities:

Each TA is assigned one or more supervising faculty members to whom they are directly responsible.

TA Workload & General Expectations

- Weekly contact with assigned faculty member
- Let faculty know if you are overworked (your hours should average out to 10 hrs/wk - some weeks will be more, and others will be less)
- You are both a student and an employee of the department and should exhibit high levels of professionalism when communicating with faculty and students.
- TAs are expected to complete grading, and provide evaluation and feedback to students as directed by their supervising instructor
- Holding office hours – report the time and location of your office hours to your assigned instructor
- Other duties as assigned – you may be asked to attend certain classes, labs, exams, deliver lectures, or hold review sessions for example

Action Items to complete by the end of the first week of class:

- Gain access to the Canvas courses for your TA assignments
- Report location and time of office hours to your assigned instructor
- Complete FERPA training - <https://registrar.utah.edu/faculty/ferpa-resources.php>

Evaluation and Problem Solving

- A written evaluation should be completed by supervising faculty each semester. These evaluations will be used to assist in selection of future TA positions and letters of reference for students.
- If problems arise: meet with supervising faculty first and try and resolve the problem
- If further problem solving is needed meet with Jean Zancanella



Department of Nutrition and
Integrative Physiology
250 S. 1850 E. Rm 214
Salt Lake City, UT 84112
801.581.6730

I have read and understand the general expectations of my TA assignment. I have contacted my supervising instructor to discuss specific expectations for my assigned courses.

Student Name _____ Student ID _____

Signature _____ Date _____

Supervising Instructor Signature _____

Complete and return this form to Jean Zancanella no later than 5pm August 28th, 2021