

GRADUATE ASSOCIATE JOB DESCRIPTION Any Department Class

Supervisor: Mike Bruce

General Requirements for Teaching Any Dance Class:

1. Meets class on time and teaches for entire class meeting time. GTAs are not authorized to cancel classes. They must get prior approval from the chair to cancel any class meeting time.
2. Prints out and regularly checks class rosters online.
3. Take roll and keep track of attendance. (get grade books from Misty Kerns)
4. Is available for meetings with students who might have questions about the material.
4. Handles or arranges any technical aspects of the class – viewing media, cueing sound, etc.
5. Prepares syllabi for class, with guidance from professor Susan Hadley, and distributes to class at the first class meeting time.
7. Creates midterm and final material, and grades performance viewing papers, as set up in your syllabi.
8. Grades midterm and final, submits grades online. (see Misty Kerns for further questions about how to do this)
9. Prepares viewings of dance material, as set up in your syllabi.
10. Prepares and demonstrates dance/class material. Class prep-time is included in the number of GA hours you work a week.
11. Follows the GA/TA guidelines as presented in the yearly Graduate School Handbook prepared by the Graduate School.
12. When cannot meet class due to illness, finds a substitute teacher for the class, and informs the Reception Office and the TA supervisor. When back in the office from illness, fills out an Application for Leave Form, with dates, times, reason for not meeting class, the sub for the class or the other class arrangements that were made. GA's do not accrue vacation leave, only sick leave.

When want to get a sub for a class to attend a conference, accept a gig, attend a family event, or ask for any other time away from their class, fills out an Application for Leave Form. ALL LEAVE MUST HAVE PRIOR APPROVAL, before making any personal plans, accepting any gigs, or making any travel arrangements.