

**GRADUATE ASSOCIATE JOB DESCRIPTION**  
**Introduction to Composition (for dance minors)**

**Supervisor: Mike Bruce**

*Permanent job description not in place. See Susan for specifics on what is expected.*

General Requirements for Teaching Any Dance Class:

1. Prints out and regularly checks class rosters online.
2. Take roll and keep track of attendance. (get grade books from Misty Kerns)
3. 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.
6. Creates midterm and final material, and grades performance viewing papers, as set up in your syllabi.
7. Grades midterm and final, submits grades online. (see Misty Kerns for further questions about how to do this)
8. Prepares viewings of dance material, as set up in your syllabi.
9. Prepares and demonstrates dance/class material. Class prep-time is included in the number of GA hours you work a week.
10. Follows the GA/TA guidelines as presented in the yearly Graduate School Handbook prepared by the Graduate School.