

TA AND FACULTY
SUGGESTED FIRST MEETING AGENDA

In this meeting, we will address the following questions:

- Discuss the Description of Duties form.
- What are the rationale and goals of the course?
- What role will you play as a TA, and what are the tasks that you will be doing?
- Why is a team approach necessary and how will we function?
 - When and where will our weekly meetings occur?
 - What will a typical meeting agenda be?
 - How will we communicate?
 - How will your work be reviewed and approved?
 - I will observe you teach at least once this quarter. When will this likely be and what will the process look like?
- Why is it important that everyone teaches to the same objectives upon which students will be tested?
- (If necessary) How will our standardization and/or quality be ensured?
- What avenues for support are available to TAs?
- Do you have any questions for me?
- Sign the Description of Duties Form (if not done earlier in the meeting).

Tell the TA(s) to check out the Music Department Website, “Resources for TAing” under the “Current Students” Tab for TA Best Practices and Guidelines as well as other UCSB Teaching Resources