

## Example: Written Expectations for TFs for an Online Course in Epidemiology

This course is a full-semester (16 week), 5-credit online course in the MPH in Epidemiology program. There usually are two TFs for this course (either doctoral students or post-doctoral research fellows in the Department of Epidemiology). These responsibilities are communicated with TFs before they agree to be involved in the course and are discussed and confirmed each year. Note that some of these responsibilities are similar to those for on-campus courses, but some are different. We have indicated which ones may be specific to online courses.

Updated August 2023.

### Before the Course Begins (Over the Summer)

For this online course, materials need to be prepared well ahead of time though TFs do not need to attend on-campus classes.

- Attending 2-3 one-hour planning meetings (via Zoom)
- Assisting with reviewing syllabus and Canvas site for accuracy
- Assisting with updating and checking solutions for weekly homework assignments (including running analyses in Stata and checking Canvas quizzes for accuracy)

### During the Course (September-December)

- Attending weekly one-hour planning meetings (via Zoom) to discuss class status (e.g., student progress, any confusion or concerns, group project, general planning)
- Monitoring and responding to student questions on Canvas discussion boards and/or via email, usually within 24 hours (**specific to online courses**)
- Grading weekly homework assignments and/or releasing scores/feedback via Canvas quizzes
- Managing results from weekly learning objectives surveys (**specific to online courses**)
  - Many online courses have optional weekly learning objectives surveys that assess how well students feel that they have grasped the material for the week; TFs may help with organizing/summarizing the results and reaching out to individual students
- Creating Zoom links for seminars/office hours beforehand and posting recordings/entering attendance afterwards (**specific to online courses**)
- Leading approximately four 90-minute seminars/office hours (via Zoom), which usually are held on weekends (**specific to online courses**); includes preparing/updating any materials beforehand and posting them on Canvas afterwards
- Meeting occasionally with individual students (via Zoom) to go over specific questions about homework assignments and/or exams; note that tutoring is available for students who need regular 1:1 assistance (TFs are not expected to provide regular 1:1 tutoring)

- Assisting with proofreading two exams and checking solutions for accuracy (including running analyses in Stata)
- Grading two exams (with oversight from course instructors)
- Advising one or two groups on their group project, which involves analysis of a publicly-available dataset that is provided to them; includes reviewing and giving feedback on their analysis plan and two progress reports, meeting with group at least once (via Zoom), answering questions via email, and attending and evaluating their final presentation (via Zoom)

### After the Course Ends (January or February)

- Attending a one-hour wrap-up meeting to discuss how the course went, review student evaluation results, and discuss any potential changes in the future