

## Example: Written Expectations for TFs for an In-Person Course in Global Health and Population

TF responsibilities are shared across three TFs (one is typically doctoral and two are masters) and are often done in collaboration with the Instructor. These responsibilities are discussed and confirmed each year.

Updated August 2023.

### Specific Responsibilities

- Weekly 30-minute check-ins to discuss class status -- student progress, confusion, concerns, planning, etc. (All TFs + Instructor)
- Updating problem sets and final exam questions (Instructor + Doctoral TF)
- Friday section lecture (Doctoral TF)
- Quality checking the development of problem sets and exam questions -- this means working through problems and essay prompts and flagging any errors, things that don't make sense or should be clarified (Master's TFs)
- Grading problem sets -- (Master's TFs -- typically this means splitting the grading of the 4 problem sets 50/50 according to a mutually agreed upon arrangement)
- Grading final exams quantitative questions only (All TFs)
- Grading final exam essays only (Instructor)
- Holding office hours - one hour per week (All TFs + Instructor)
- Attending class (Doctoral TF; Master's TFs choose one of the days -- Monday or Wednesday to be present)
- Managing Canvas site (Master's TFs)
- Managing attendance quizzes / attendance taking (Master's TFs)

### TFs as a Team

- Postings to the website
- Managing emails to students
- Preparing tools for in-class activities
- Printing materials for classes and sections