Teaching assistants are appointed each year by the Department of Tropical Medicine; to be eligible for appointment as a teaching assistant the following eligibility requirements apply:

1. Admitted to a DTM graduate doctoral program and must be in good academic standing and making satisfactory progress toward an advanced degree.
2. Must have earned at least 18 credit hours of graduate course work at Tulane University.
3. Teaching assistants are governed by the same standards of conduct in the performance of their academic duties as are members of the faculty and shall respect the rights and opinions of students and uphold the academic standards of the University.

**Responsibilities:**

**Faculty Mentors:**

1. Should communicate with the TA early (over the summer for fall term, before end of fall term for spring) to provide the syllabus and discuss duties. Faculty may employ the TA for some "secretarial" duties (Xeroxing syllabi, securing library resources, etc.).
2. Will plan to meet regularly with the TA to discuss matters, including but not limited to: principles of syllabus development, preparation of classroom materials, securing resources for the course, planning a class session, conducting discussions, making assignments, setting examinations, and grading.
3. May involve the TA in teaching in a graduated way.
4. Will create opportunities for the TA to handle small discussion groups, beginning with review sessions. By the end of each term, the TA will have had an opportunity to prepare and conduct various discussion and review sessions.
5. Will evaluate the TA's performance at the end of the semester and provide a written evaluation of the TA to the Department Chairman and provide a copy to the Academic Administrator.

**TAs:**

1. Will hold weekly office hours as directed by the mentor faculty.
2. Will assist with syllabus development, preparation of classroom materials, securing needed resources for the course, planning a class session, conducting discussions, making assignments, setting examinations, and grading of exams.
3. Will attend every class, unless otherwise advised by faculty member.
4. Will conduct review and discussion sessions as requested by faculty member.

Department of Tropical Medicine
March 2015

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27 March 2015

APPROVED