

## **GTA Expectations for Applied Mathematics [ APMA ] Courses / Sections**

### **Basic Qualifications**

- GTAs need solid background/understanding of course material
  - A grade of A or B in the same course at UVA or a comparable course at a good university
  - If above criterion is not met, candidate may still be accepted if willing to attend course to which GTA assignment is made
- GTAs must be able to
  - Answer the students' questions knowledgeably and well regarding homework problems and assignments
  - Provide assistance to course instructor(s) for grading homework, quizzes, tests, projects, and the final examination, as needed by course instructor(s) (Minimal guidance should be required in grading – e.g., GTA should be able to recognize viable non-standard solution approaches and grade in a consistent and uniform fashion)
  - Maintain course website, if requested by the instructor(s)

### **Work Level Commitment**

Half time GTA appointments are expected to average about 10 hours per week with the total work time for GTA duties to be apportioned as needed by the instructor(s) – for example, distributed between preparation time (whatever the number of hours that are needed in order to master the course(s)' subject matter), grading / recording tasks (6 hours), and office hours (4 hours). Full time GTA appointments are expected to average about 20 hours per week with the total work time for GTA duties to be apportioned as needed by the instructor(s).

### **Job Elements**

- Preparation – GTAs are expected to work out assigned homework problems prior to a given day's assignment so that they understand the problems and are prepared well to help students with their questions. A solutions manual, if available, may be used as an aid to solving the problems and checking the results.
- Grading – GTAs are expected to grade the homework, quizzes, tests, projects, and the final examination, as needed by the course instructor(s). For some courses / sections, it may be possible to identify and hire undergraduate graders to be assigned to help with some of the needed grading, e.g., the homework.
- Office Hours – GTAs are expected to hold regular office hours in Small Hall 104 as part of the Applied Mathematics Workshop. Students from any of the course sections may utilize the Applied Mathematics Workshop; thus it is essential that the assigned GTA hours be staffed consistently and fully. GTAs should use their solutions for this purpose, relying on the course solution manual (if available) only as necessary to answer questions about non-assigned problems.
- Administrative Assistance – GTAs may be asked to assist their instructors with administrative tasks such as recording scores in toolkit, occasional typing, proofing drafts of tests, etc. as required and within the work level cited above.

**Policy** Apart from exceptional circumstances, it is expected that all SEAS instructors of 100 and 200 level APMA courses will be present and will provide the mathematics instruction at all of the scheduled meeting times of their classes. SEAS instructors should not delegate the responsibility to their SEAS GTAs or other students or postdocs to provide on a regular basis the mathematics instruction during any of their class meeting times.