

Teaching Assistant Manual

This manual will guide you through the steps that you will need to know for working as a teaching assistant.

ENROLL IN THE COURSE:

- Through Uconnect select **teaching practicum** 4900/5900.
- Getting written approval from the professor for whom you are TAing.
- Get access to their D2L page (if you will be entering grades, grading assignments via D2L, etc).
- Know the times and days that the classes begin.
- Grade assignments according to the rubric that the professor gives you.

APPLY FOR THE JOB:

- If this position is for compensation, login to **UCO Talent acquisition job portal** ([UCO: Talent Acquisition and Compensation](#)) and select teaching assistant positions for the desired department of your choice.
- Reach out to the departmental psychology chair because you will have to enroll in a separate teaching assistant course as well that will have a different CRN.

FILL OUT THE NECESSARY FORMS: (these will need to be completed prior to accessing the gradebook for students)

- Teaching assistant code of conduct:
- Family Educational Rights and Privacy Act (FERPA):
- Faculty mentor interview: