

# FYS 101: Instructor & Teaching Assistant Responsibilities Worksheet

## Fall 2012

- Instructors and Teaching Assistants should meet prior to the first class and establish expectations.
- You are encouraged to use the following chart to track roles and responsibilities when planning for the semester.
- Blank spaces have been added for you to fill in additional tasks. (See back)
- Please be specific, clear, and detailed in your description of responsibilities.

<b>TASK</b>	<b>INSTRUCTOR</b>	<b>TEACHING ASSISTANT</b>
Attendance		
Upcoming Assignment Reminders		
Introduction <ul style="list-style-type: none"> <li>• Review Syllabus</li> <li>• Icebreakers</li> </ul>		
Academic Integrity Lesson		
Diversity Lesson		
Academic Planning Lesson		
UGC Weeks		

