



Teaching with Writing (TWW) Tip

Planning for a multi-section course with multiple teaching assistants

Rationale: Advance planning can minimize misunderstandings and headaches after the semester begins.

The process:

Determine what's vital for new TAs to know about their new role

- Ask your new TAs to complete the [Experiences and Needs background survey](#) from the Center for Teaching and Learning
- Schedule an all-TA, pre-semester meeting to make your expectations clear relative to:
 - Initial tasks (prior to first class meeting)
 - Class meetings
 - Office hours
- Establish TA meeting times/dates

Determine TA responsibilities and make your expectations explicit

- Take advantage of the Center for Teaching and Learning's "[TA Responsibility Checklist](#)," which can facilitate discussion of:
 - Primary responsibilities
 - Assignments and examinations
 - Commenting on and grading student writing
 - Photocopying, audio-visual materials, Moodle

Facilitate a grade norming session for major assignments

- Review assignment instructions and grading criteria/rubric
- Ask TAs to test out the criteria on samples of de-identified student writing
- [Chat with a Teaching Consultant in the Center for Writing](#) about setting up and running a grade norming session

Encourage Teaching Assistants to pursue professional development opportunities

- Ask your TAs to participate in the annual half-day "[Commenting on and Grading Student Writing: A Workshop for Teaching Assistants](#)," which is held during the last week of August.
- Encourage your TAs to take advantage of the Center for Teaching and Learning's [TA Resources](#).

Questions? Visit us online at <http://writing.umn.edu/tww/index.html>

Further support: Contact a member of the WAC (Writing Across the

Curriculum) team for a phone, email, or face-to-face teaching consultation: <http://z.umn.edu/twwconsultation>

Our purpose is to provide practical strategies for teaching with writing. Our goal: to offer timely and pragmatic support to faculty members and instructors who teach with writing in undergraduate and graduate courses in all disciplinary areas.