

Making Teaching GE Expectations Explicit

A Conversation Guide for Instructor-Assistant pre-term preparation¹

Expectations for discussion section:

- Do you expect/hope/plan that discussion should be for:
 - new subject content? e.g. discussing a new article, lecturing on a new topic
 - reviewing class content?
 - drilling down on critical terms/concepts?
 - developing skills? e.g. analytical or applied skills, maybe identified in the course syllabus
 - assignment/assessment discussion? e.g. going over feedback from graded assignments, preparing for upcoming tests
 - group discussion of critical topics?
- How do you see the discussion section relating to the main course?
 - complementary? e.g. filling in gaps in lectures/readings, clarifying confusion
 - additive? e.g. working on skills not covered in lecture, discussing new topics/content
 - stand-alone?

Expectations for grading and feedback:

- What is your target turnaround time for assignment feedback? Do you have different expectations based on the type of assignment/assessment?
- With regards to grading rubrics:
 - Do you have grading rubrics for assignments?
 - Do you want to have them?
 - Do you hope/expect the GE to develop a rubric or other appropriate grading system?
- What feedback do you expect from GEs to students?
 - corrections?
 - pointers rather than explicit corrections?
 - proofreading/editing? (i.e. writing mechanics)
- In what mode should feedback be provided?
 - online (i.e. via Canvas)?
 - in hard copy, with comments and grade written directly on assignment?
 - in hard copy, but with comments on a separate sheet/rubric attached?

¹ Originally developed by Allison Taylor-Adams, Nov 2018; with comments and feedback from Spike Gildea Jan 2019; Charlotte Vaughn March 2019; Gabriela Pérez Báez April 2019; and Kaylynn Gunter April 2019.

Expectations for interaction:

- If a student has a question or concern, who should be the first point of contact – the GE, the instructor, either, or?
- Are there any particular areas or topics that you would want to address directly?
- Are there any particular areas or topics that you prefer to leave to the GE?
- What level of involvement do you expect the GE to have on Canvas?
 - None
 - Set up tests and/or assignments
 - Grade tests and/or assignments
- How do you hope/expect/plan to communicate with the GE?
 - by e-mail?
 - in person meeting – how often? when?
- Do you have expectations for how soon the GE will respond to emails from you?