

Undergraduate Teaching Assistant

Each year the Department aims to engage a handful of Undergraduate TAs (UTAs) who will be drawn from among the highest-achieving, upper-level anthropology majors, usually in the final year of study. Students must be currently enrolled in classes during the term in which they serve as UTAs. They must commit to fulfill the serious responsibilities entailed in the job.

Calls/Selection: In the summer leading up to the Winter term each year, a call will go out for UTAs. Candidates will be asked to submit an application that includes their CVs. Selection is competitive, and subject to departmental need as assessed by the Head or their delegate. Employment as a UTA is not an entitlement, but an honour and a privilege.

UTA roles and training: Undergraduate TAs will be assigned only to second or third year classes that they have already taken, and in which they achieved top grades. They will be paired with experienced graduate TAs who can assist the instructor with their ongoing mentorship. UTAs must attend all regular TA training. UTAs are assigned 0.5 positions (total 96hrs over the term), and are not allowed to run tutorials by themselves. UTAs are required to commit to contractual obligations.

UTA duties: UTAs can support many aspects of course delivery and administration in the same way as other TAs, however, they cannot lead tutorials. They can, with supervision, provide short content segments during lectures. They should never be put in a position of evaluating the work of peers whom they know personally, or of occupying positions of power over them. They should not be responsible for developing course content or grading rubrics. They should not be responsible for aspects of assessment that require subjective evaluation, or judgment based on a deep knowledge of the field that they cannot yet have acquired. Grading shorter, more objective style answers is more appropriate than essay grading. UTAs should not host office hours or other student contact in isolation but should be paired with the senior GTA for the course.

Ongoing mentorship: Instructors are responsible to document assignment of duties, establish clear and consistent expectations, and ensure regular communication. UTAs are not expected to work independently; they should be paired with a more experienced member of the teaching team for most duties. If allocated grading responsibilities, they must always be provided with clear rubrics, supervision and feedback. In the context of the course, instructors should verify understanding of (1) student privacy/confidentiality (2) respectful and inclusive classrooms (3) academic integrity (4) fairness and ethical issues.