

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN  
DEPARTMENT OF SPANISH AND PORTUGUESE**

**TEACHING ASSISTANT**

**Duties:**

Teach assigned classes as scheduled. Hold office hours or the equivalent (e.g., tutoring hours), during which you are available to students for 1-2 hours per week for each assigned course.

In the Department of Spanish and Portuguese the typical Teaching Assistantship is a 50%, nine-month appointment. You will be expected to participate in some meetings during times when school is not in session (usually just before the beginning of the semester). Teaching, meetings, class preparation, and office hours will typically occupy an average of twenty hours per week (averaged throughout the contact period). The contract period begins on August 16 and ends on May 15.

A 50% appointment is the equivalent of teaching three ‘traditional’ courses per year, each with 6-8 contact hours per week. However, because many courses in the department exist in non-traditional, blended formats (e.g., a reduced number of contact hours and a substantial online component) or a mix of faculty-taught lecture and TA-lead discussion sections, the instructional work load varies by course. A TA with a 50% appointment in the Department of Spanish and Portuguese may typically teach any of the following, in combination, to meet the equivalent of three full course equivalents per year:

1. ‘Traditional’ courses each count as one full course equivalent. These include SPAN 202, 208, 228 and 232, and PORT 400 and 401.
2. Two sections of a ‘blended’ course count as one full course equivalent. Blended courses include SPAN 122, 103, 141, and 142.
3. Two discussion sections of a course that includes a faculty-taught lecture count as one full course equivalent. Courses that have TA-lead discussion sections include SPAN 204, 250, 252, and 254.

Note that teaching a single section of a blended course or a single discussion section in combination with another full course equivalent allow the possibility to evenly distribute the work load over two semesters with the equivalent of 1.5 courses per semester.

Due to stipulations of the U.S. Immigration law, international students may not work more than 20 hours per week for paid compensation. Given that the College estimates that a 50% TA appointment will occupy an average of 20 hours per week, international TAs may not hold more than a 50% appointment. Additional classes may be offered to domestic students as departmental needs arise, to a maximum of a 67% appointment (the equivalent of four full course equivalents per academic year). However, *no* TA is guaranteed more than a 50% appointment.

Teaching Assistants are responsible to the Course Coordinator, Director, and/or faculty supervisor for the course(s) to which they are assigned.

**Responsibilities:**

Comply with all the guidelines and regulations of the Language Program(s) for which you are teaching.

Prepare daily lessons, guided by the course syllabus.

Grade and return all student homework, compositions, and exams promptly.

If required, write assigned sections of the Midterm and/or Final Exam for the course taught and submit them by the established deadlines.

Proctor the Midterm and Final Exams.

Attend periodical course group meetings throughout the semester (approximately 6) and attend no more than two additional workshops.

Keep accurate and up-to-date records of student grades and submit these grades to the appropriate Course Coordinator, Director, and/or other supervising Professors at the end of each semester. Submit official grades on the University Grade Roster form at the end of each semester.

All TAs are required to attend the All-Campus Orientation immediately preceding their first semester in addition to all departmental orientation and course meetings in that and subsequent semesters; and to successfully complete SPAN 571 / PORT 571 during the fall semester of their first year (see section 4.4).