



January 19, 2016

Dear Teaching Assistants,

Congratulations on your employment as a Teaching Assistant within the School of Art. Art 100 is taught through a blended/hybrid learning format which includes face-to-face instruction as well as a range of group activities; films; online resources; and the hands-on production of art. Most students are non-art majors, so your experience and skills will be invaluable.

Why teach art to non-art majors? All students have a unique set of skills and perspectives that reach beyond academic conformity and standardized learning outcomes. As teaching assistants, you play a major role in guiding students through the creative process. To effectively assist others, please review and incorporate the following guidelines into your teaching assistant and reader-grader practice:

TA (Class Time) Guidelines:

- Dress appropriately.
- Arrive 20 minutes before class begins and stay until students have gone (generally, no more than 20 minutes).
- Approach all students with a positive manner and listen attentively to questions or concerns.
- Work cooperatively with other TAs to resolve problems quickly and efficiently.
- Avoid confrontations and major issues before, during, or immediately after class (instructor office hours are best).
- Keep a note pad with you to make note of student questions, concerns, and attendance adjustments.

- Check with instructor before class regarding the distribution of materials; collecting assignments, etc.
- Contact the instructor, in advance, if you are unable to come to class.

Reader-Grader Guidelines:

- Include a personal note/commentary to accompany all assignment scores.
- In the commentary, use the student's first name.
- Be specific in feedback remarks, and use correlating art vocabulary whenever possible.
- Offer positive, student-centered responses.
- Avoid the use of "I", and review work thoroughly before responding.
- Never pass judgement (if a students are missing the "point"). Instead, provide helpful examples to avoid placing students in a defensive mode.
- Acknowledge positive components of student work, before offering suggestions for improvement.
- Always end with a positive statement to promote risk-taking and creativity.
- Notify instructor, immediately of any delays in grading/scoring assignments.

I look forward to an enriching and productive semester. Feel free to call or email me at any time. Work to develop a professional and accommodating relationship with your TA peers. Above all, keep me informed of any problems so that "together" we can move the course forward, in a positive direction.

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Assessment Tips:

Comments:

1. Begin with a positive statement about a minimum of two points within their work.
Use a minimum of two art vocab words.
2. Suggest a possible area for exploration.
3. Provide a positive broad statement. May hone in on specific points of interest or a positive commentary about the entire artwork.

Helpful writing prompts: