

Yale SOM: Sample TA Meeting Agenda

Course:		TAs:	
Item	Decisions	Action Items	
Review Syllabus <ul style="list-style-type: none"> • Sessions • Readings • Assignments • Class Policies 			
Confirm Section Assignments <ul style="list-style-type: none"> • Head TA (if applicable) • Green Cohort • Blue Cohort • Gold Cohort • Silver Cohort 			
Confirm Roles and Responsibilities <ul style="list-style-type: none"> • Assignment Grading • Attendance/Participation Grading • Review Sessions • Communications with Students • Classes v2 Administration 			
Confirm Assignment Policies <ul style="list-style-type: none"> • Handwritten vs. Electronic • Double-sided Printing (encouraged) • Slides per Page (for print-outs) • File Naming Conventions (e.g., Blue1_PS4) • Heading Requirements (cohort, learning team, fname & lname of all members, e.g.) • Spacing/Margin Requirements • Role & Usage of Classes v2 • Communication Plan to Students 			

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<p>Grading Standards</p> <ul style="list-style-type: none"> • Obtain & Review Grading Guides • Confirm Logistics (turnaround times, e.g.) • Agree on Feedback/Quality Standards • Confirm Division of Labor (by section, e.g.) • Communication Plan to Students 		
<p>Confirm Attendance/Participation Policies</p> <ul style="list-style-type: none"> • Grading Implications • Logistics (staffing & recording, e.g.) • Communication Plan to Students 		
<p>Review Sessions & Workshops</p> <ul style="list-style-type: none"> • Frequency & Staffing • Topics (objectives & outcomes, e.g.) • Expectations for Preparedness • Communication Plan to Students 		
<p>Confirm Role of Faculty Support Staff</p> <ul style="list-style-type: none"> • Homework Collection • Attendance Tracking • Cohort Switching • Office hours • Classes v2 announcements 		
<p>Other Discussion Topics</p>		