

Things to discuss with your Instructor of Record

Student instructor *possible* responsibilities:

- Preparing materials to teach discussion/lab (slides, collaborative documents and handouts, activities, quizzes, etc.)
- Teaching discussion/lab in person, remotely (synchronous)
- Teaching discussion/lab/studio remotely (asynchronous)
- Teaching discussion/lab/studio remotely (mix of synchronous and asynchronous)
- Developing exams and assignments to suit remote teaching and/or hybrid teaching of discussion/lab/studio
- Developing grading rubrics and answer keys to suit remote teaching and/or hybrid teaching of discussion/lab/studio
- Grading exams and assignments
- Holding office hours and problem-solving sessions (shared space; in-person) and/or virtually through videoconferencing (e.g., Zoom, BlueJeans)
- Attending virtual instructional team meetings (meetings with lead instructor and other GSIs)
- Administrative tasks (managing CANVAS, setting up synchronous meetings, creating tech instructions, troubleshooting tech, etc.)
- Attending synchronous lecture (led by the primary instructor)
- Assisting with instruction during synchronous lecture (monitoring the chat feature for questions, running a backchannel for questions, etc.)
- Meeting with students individually (through Zoom/ BlueJeans, or in-person)
- Other (use this space to list additional tasks and/ or provide details about any task you will be responsible for):

1b) Make a note of any questions and concerns that arise for you when you complete this task. Some examples....

- I'm not sure what the format of my office hours will be (virtual/in-person or review session/one on one walk in help, etc)
- In addition to running my discussion section, am I expected to attend the virtual lecture? If yes, what is my role in this portion of the class?
- How much technical help am I expected to offer to students? Where do I get technical help for myself?

1c) How will you get this information that you need? Check all that apply:

- In an upcoming (already scheduled) meeting with faculty and GSI team
- In an upcoming meeting (time and date TBD) with faculty and GSI team
- I'm not sure when/if we will be having a pre-semester meeting. I'll send an email to the lead instructor to ask.
- I'll ask my friend/peer who is a GSI for this course with me
- I'll ask my friend/peer who was a GSI for this course in the past
- I'm not sure what course I will be a GSI for. I'll send an email to the department's GSI coordinator to ask about the status of my GSI assignment.