

Questions to Ask the Lecturing Professor

- What are my responsibilities?
 - grading?
 - office hours?
 - class attendance?
 - audiovisual equipment?
 - lecturing?
 - copies?
 - readings on e-reserves are in reading room?
- What are your expectations?
- What times during the semester should I reserve in my schedule for TA related responsibilities?
- Do you want to set up a weekly meeting to discuss course related activities?
- May I have a copy of the textbook and other course related materials?
- Will the class have any field trips? And if so, what is expected of me?
- Is there any point during the semester that I will need to drive a Duke vehicle?
- Do I need to reserve AV equipment for the entire semester? If so, what equipment is needed? Could I receive at least two days notice if any additional equipment is needed?
- Do you have any readings that need to go on e-reserve? It takes the library two weeks to make the readings available, so if any readings need to be submitted later in the semester, this deadline needs to be kept in mind.
- Would it be possible to have at least two days notice for any copies that need to be made and distributed in class?
- How many days do I have to complete grading?
- May I have at least one week's notice for any assignments you would like me to create?
- Will there be any guest speakers in the class? If so, what AV equipment do they need? Do any travel arrangements need to be made by me?
- Is there a location other than my office that can be used to talk with students during office hours?
- Is there anything that I need to be doing during class? Attendance? Taking notes? Other responsibilities?
- How many TAs will be helping with this class?
- How do you plan to let me know of any of your expectations throughout the semester? Weekly meetings? Discussions after class? E-mail?
- How many hours should I budget weekly to complete my TA duties?