Teaching Assistant (TA) Class Syllabus

Teacher: Mrs. Mallory

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Location: Room 502 for Daily Check-in

Course Overview

This course is designed to give middle school students the opportunity to develop leadership, responsibility, and professional skills while assisting teachers and supporting the SPU school community. As a Teaching Assistant (TA), you will help create a positive learning environment by providing classroom support, organizing materials, and modeling appropriate behavior for younger students. *Teacher Assistant placement is based on an application process. Students not selected for placement by 9/4/26 will be transferred to another elective class.*

Course Objectives

By the end of this course, you will:

1. Demonstrate professionalism, reliability, and respect in a school setting.
2. Communicate effectively with teachers, peers, and younger students.
3. Learn organizational and time management skills.
4. Understand and follow school policies for privacy, safety, and behavior.
5. Reflect on your own leadership growth.
6. Receive feedback from your supervising teacher

Roles & Responsibilities

TAs may be asked to:

- Organize and distribute materials
- Assist with classroom set-up and clean-up
- Support younger students with simple tasks
- Run errands within the school (with teacher permission)

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Expectations

- **Professionalism:** Arrive on time, ready to work, and dressed appropriately.
- **Confidentiality:** Do not share any private student information.
- **Initiative:** Look for ways to be helpful without waiting to be told.
- **Respect:** Treat all students, staff, and materials with care. Follow the SPU SOAR Principles.
- **Positive Attitude:** Be friendly, encouraging, and solution-focused.

Attendance & Absences

Being a TA is similar to having a job—your attendance and reliability matter. Each day of attendance counts toward your participation grade.

- Communication is key. Just like in a workplace, your teacher is counting on you to show responsibility and dependability.
- If you will be absent, you are expected to email your supervising teacher in advance to let them know.

Grading

Trimester grades are based on the following:

- **Professionalism, Reliability & Attendance** – 50%
- **Trimester Reflection Project** – 50%

Reflection Project

At the end of each trimester, you will complete a short written or visual reflection on your experience as a TA, highlighting what you learned, skills you developed, and how you might use them in the future.

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Read, sign, and turn in this page by Friday, August 28th.

Syllabus Acknowledgement

I have read and understand the expectations, responsibilities, and grading policy for the **Teaching Assistant** class. I understand that my Teacher Assistant placement is based on an application process. **If I am not selected for placement by 9/4/26, I will be transferred to another elective class.**

I also understand that being a TA is a leadership role and that I am expected to act responsibly, respectfully, and professionally at all times. I understand that if my behavior does **not follow SOAR principles** or I do not live up to the responsibilities of a Teaching Assistant, I **may be removed from the TA class** and could receive a failing grade.

Student Name (print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____