



# Mishkah University Teacher's Assistant Roles & Protocols

Effective Summer 2022

## Salam!

Thank you for your interest in our Teaching Assistant program. We developed this program to engage our students with opportunities to connect with our instructors, exercise classroom management, review content and material, and positively improve our courses for future students of knowledge.

## Responsibilities

These rules are intended as a general job description for students employed as Teaching Assistants at Mishkah University. TAs will be assigned to courses with 15 or more students. Otherwise, a TA can be requested by the instructor for a smaller class. TAs can be personally selected by the instructor or selected from applications submitted. If a course does not reach the minimum enrollment, the TA will be

dismissed as an assistant for the term after being compensated for any preparation tasks already completed. Students who accept a teaching assistantship have an obligation to assist during that period. Students who are not able to fulfill their commitment to assist should notify the Administration as early as possible so a replacement can be found. **TA students must not be current students in the class, or students in need of the class.**

## Roles

Teaching Assistants enhance the learning experience of Mishkah students by creating a smoother atmosphere for both the instructor and the students.

The TA and the instructor share joint responsibility for ensuring that each one understands the division of work responsibilities. TA duties can include the following:

- ❖ Reviewing/editing PowerPoints
- ❖ Uploading readings/material given by the instructor
- ❖ Creating/grading assignments, approved by instructor
- ❖ Taking attendance
- ❖ Drafting assignment/project ideas if needed
- ❖ Recording class sessions on Zoom and uploading to Canvas
- ❖ Managing student inquiries and directing them to the instructor or Admin as needed

\*Tajweed course TAs may hold practice sessions to help students review learned lessons.

## Training

- ❖ All TAs are required to participate in Canvas training. This requirement will not be waived regardless of prior personal experience.
- ❖ Faculty will evaluate the TAs performance and provide the TA with constructive feedback each semester.
- ❖ TAs must be comfortable with computer software.

## Workload

Workload may fluctuate from week to week, but a TA should speak to the instructor if they are unable to complete their work. A TA may **not** be employed as a substitute

instructor, where the effect is to relieve the instructor of his or her teaching responsibilities. If an instructor is absent, the class should be rescheduled.

## Compensation

TAs will receive **50% monetary pay based on the number of courses assisted**. For example, if you assist in a 4-credit course, you will receive 2 credits of pay. The compensation is calculated by the value of 1 credit hour, (\$85) multiplied by half of the credit hours assisted. Compensation is distributed at the end of each semester and refunded to the card/payment method in the TA's student file. In some cases, checks are mailed.

## Preparation

TA course responsibilities begin a few weeks prior to the start of the academic quarter and continue until the final grades have been turned in, one week after the end of final exams. TAs are also expected to be present during all scheduled live sessions.

## Grading

TAs may grade normal assignments/quizzes throughout the semester. **The instructor is responsible for all final assessments.**

## Attendance

Students need to *always* be marked either present or absent each week. Instructors can decide if they'd like to utilize the tardy feature on Canvas. If an absence is excused, (student is unable to join the lecture due to sickness or other emergencies), then TAs may leave their attendance button grey- meaning not present or absent, and it will not impact their grade. **Work and travel are not excused absences.** TAs should confirm with the instructor their attendance preferences and implement this primarily.

## Policies

Within the classroom, instructors can implement their own policies regarding late submissions, attendance, cheating, etc. Please be aware of their preferences when it comes to managing the class.

If an instructor would like suggestions, the Administration has recommended policies that are usually shared in the beginning of each semester and in the live trainings. The Administration also shares resources throughout the semester with faculty, TAs and

students regarding Mishkah's approach to A.I (artificial intelligence) and plagiarism. In addition, the Administration utilizes an academic integrity platform to check for plagiarism or A.I in student work (mainly final assessments), upon the request of an instructor. Consequences and penalties on student grades are up to the discretion of the instructor.

## University Guidelines

TAs must comply with all the regulations relating to Mishkah University. These include regulations prohibiting harassment, misuse of university property, and any violations of the law. You will find our full policies in the handbook, [linked here](#) and found on the website.

## Confidentiality

All completed assignments, exams, grades, correspondence, and other information about individual students in the class shall be kept confidential except where the student has given written consent. In particular:

- ❖ No student in the class should ever be allowed access to a TA Canvas account or TA files.
- ❖ Grades should never be publicly posted by name.
- ❖ Exam materials should be kept secure.
- ❖ Grades should only be discussed with the student or the instructor. If the TA must communicate a student's grades or file with anyone else within the University, there must be written consent from the instructor to the unauthorized person.

These provisions are consistent with Federal and State privacy laws.

## Communications

TAs are required to use their Mishkah email for communications with students, instructors, and Administration. If selected to assist, they will also receive an invitation to a WhatsApp TA group for quicker communication with other TAs as well as the administrative program coordinator. TAs may also receive messages from students via Canvas. It is important to stay active and responsive in all communications.

## Use of Authority

Decisions made by TAs have a significant effect on students' grades. TAs should carry out their responsibilities professionally and be especially careful not to abuse their authority. TAs should evaluate student work objectively and fairly. Administration will

check in on classes throughout the semester and collect feedback at the conclusion of each term.

### Safety

On rare occasions, a TA may be harassed by a student. These problems should be taken seriously. The TA **must immediately report the incident to the instructor or Administration**, and they will resolve the problem.

May Allah SWT bless your endeavors!

Jazaakum Allahu Kheiran

Mishkah University Administration