

Clarifying Your Role as an AI

This handout is meant to help you clarify your role as an Assistant in Instruction (AI), based on the course instructor's expectations as well as what you'd like your role to be. You are encouraged to use this to help you think of questions to ask your course instructor. It is often helpful to ask the course instructor about what responsibilities are mandatory, suggested, or not needed. Once you have access to the course syllabus, that may also help to guide what questions you need to ask the instructor.

Common Responsibilities

Review the common types of responsibilities in the table below:

Category	<i>Responsibilities may include...</i>
Course Materials & Design	<ul style="list-style-type: none"> ■ Developing learning objectives, choosing topics, and designing activities (e.g., if you are leading your own sections) ■ Finding new materials (assigned or supplemental), such as readings and videos ■ Reviewing and updating existing resources and materials ■ Distributing course materials (e.g., via Canvas)
Assessment & Grading	<ul style="list-style-type: none"> ■ Designing assessments (quizzes, questions, homework, projects, etc.) ■ Implementing assessments (e.g., inputting quiz questions to Canvas) ■ Proctoring quizzes and exams ■ Creating grading rubrics ■ Grading and giving students feedback ■ Uploading grades to Canvas ■ Handing back graded assessments to students (on Canvas or in class) ■ Responding to student questions about graded assessments ■ Calculating final grades
Student Support	<ul style="list-style-type: none"> ■ Holding office hours ■ Coordinating with Disability Resources
Synchronous Sessions (Online or In-person)	<ul style="list-style-type: none"> ■ Leading synchronous sessions (e.g., review, recitation, discussion, lab) ■ Attending synchronous sessions ■ Taking notes during synchronous sessions ■ Supporting the course instructor during synchronous sessions (e.g., facilitating activities, taking attendance, providing technical support)

Course Management	<ul style="list-style-type: none"> ■ Setting course policies (e.g., if you are leading your own sections) ■ Answering student questions and requests for support ■ Drafting announcements and other communications to students ■ Soliciting and managing student feedback ■ Monitoring student performance and flagging areas of concern
Team Management	<ul style="list-style-type: none"> ■ Scheduling and/or planning of team meetings ■ Collecting or organizing information to be shared across the team ■ Managing permissions and access to course resources ■ Coordinating or clarifying roles and processes of the team
Administrative	<ul style="list-style-type: none"> ■ Photocopying and distributing copies to students ■ Reserving rooms ■ Preparing equipment and materials

Additional Questions to Ask

You should also consider the questions below to help you understand and navigate your responsibilities:

- How do you get access to materials that you need (e.g., textbook, software)?
- How frequently will you meet with the course instructor or instructional team?
- What are the expectations for office hours? For example:
 - How many hours are required? Should office hours be in-person or online?
 - What kinds of assistance can you give? How much help is too much?
- Are there support people you should know about? For example:
 - Departmental administrative support
 - Technical support for educational technologies used in the class
- What is the timing for each responsibility? For example:
 - Which day of the week are you supposed to post materials or assessment to Canvas?
 - How much time do you have to grade each type of assessment?
 - Are there times in the semester when you should expect to have a smaller or larger workload?
 - What days of the week and at what times are you expected to respond to emails or other communications from the instructor or students?
- If you are leading your own sections (e.g., recitations, discussions, labs), how much is determined by the course instructor vs. by you or other AIs? For example:
 - Who selects the topics and makes the schedule?
 - Do you use pre-made lesson plans/discussion prompts/problem sets/assignments? Or do you make your own, or work with other AIs to make them?
 - Who sets policies about late work, participation, etc.?