

**Faculty Teaching Assistant Inventory**  
(updated February 2018)

## Table of Contents

### PROFESSORS

---

Dr. Apple	Page 3
Dr. Baker	Page 5
Professor DuVall	Page 7
Dr. Fogler	Page 9
Dr. Irons	Page 11
Dr. Jakobsen	Page 13
Dr. Lyons	Page 15
Dr. Shoup-Knox	Page 17
Dr. Zinn	Page 19

# Dr. Kevin Apple

---

## Current Teaching Assistant Opportunities

I recruit students to serve as peer tutors for my PSYC 210 course. Peer tutors meet individually with students who need assistance.

---

## Typical responsibilities/experiences of research assistants

	Often (All students experience this multiple times each semester)	Sometimes (Most students experience this each semester)	Rarely/Optional (Students may engage in these experiences but it is not typical)	Never (Students will never engage in this experience)
Tutoring	X			
Exam preparation				X
Exam proctoring		X		
Test revision				X
Grading		X		
Office hour attendance				X
Lab attendance				X
TA meeting attendance	X			
Course presentations			X	
Develop course materials		X		
Manage Canvas				X
Data collection		X		
Data entry		X		
Conference attendance			X	
Coordination with ODS and access plan students				X
Room reservation				X
Digital correspondence		X		
CV development		X		
Professional development		X		
Leadership		X		X
Have direct contact with class participants		X		

## Things to know before getting involved

- **Is there an application to become a TA for the course?** No
- **Website?** No
- **Is there a minimum commitment for being a TA?** No
- **Is course credit offered?** Yes, 3 credits
- **Are there required prerequisites?** Yes, prefer students to have completed PSYC 210 with an A
- **Are there preferred prerequisites?** No
- **Do you mentor honors thesis projects?** Yes, but prefers to work with the student in class or research lab before working on a thesis with a student

# Dr. Suzanne Baker

---

## Current Teaching Assistant Opportunities

Students can assist with in-class discussion sessions, paper assistance, etc. for PSYC/BIO 395 (Comparative Animal Behavior).

---

### Typical responsibilities/experiences of research assistants

	<b>Often</b> (All students experience this multiple times each semester)	<b>Sometimes</b> (Most students experience this each semester)	<b>Rarely/Optional</b> (Students may engage in these experiences but it is not typical)	<b>Never</b> (Students will never engage in this experience)
Tutoring		X		
Exam preparation				X
Exam proctoring			X	
Test revision				X
Grading			X	
Office hour attendance			X	
Lab attendance				X
TA meeting attendance	X			
Course presentations			X	
Develop course materials			X	
Manage Canvas		X		
Data collection			X	
Data entry			X	
Conference attendance			X	
Coordination with ODS and access plan students			X	
Room reservation				X
Digital correspondence		X		
CV development			X	
Professional development	X			
Leadership	X			
Have direct contact with class participants	X			

### Things to know before getting involved

- **Is there an application to become a TA for the course?** No
- **Website?** No
- **Is there a minimum commitment for being a TA?** No
- **Is course credit offered?** Yes
- **Are there required prerequisites?** Yes, students must have completed PSYC/BIO 395
- **Are there preferred prerequisites?** No

# Professor Kimberly DuVall

---

## Current Teaching Assistant Opportunities

For PSYC 160 - Lifespan Human Development, I have a team of 4-5 Teaching Assistants that assist with exam proctoring, grading, makeups and review (this includes making room reservations and corresponding with students via email). They also assist students with Access Plans from the Office of Disability Services. They grade the final class projects, giving feedback to all students. Teaching assistants will also help develop engaging class activities, find appropriate media clips to illustrate course concepts, and edit and improve existing assessment materials. At times, students will assist in comparing Life Span Human Development textbooks and evaluating the effectiveness of the texts in meeting course objectives. They have the opportunity to develop in-class activities and learn best practices for teaching a class of 120+ students.

---

## Typical responsibilities/experiences of research assistants

	<b>Often</b> (All students experience this multiple times each semester)	<b>Sometimes</b> (Most students experience this each semester)	<b>Rarely/Optional</b> (Students may engage in these experiences but it is not typical)	<b>Never</b> (Students will never engage in this experience)
Tutoring		X		
Exam preparation			X	
Exam proctoring	X			
Test revision			X	
Grading	X			
Office hour attendance	X			
Lab attendance				X
TA meeting attendance	X			
Course presentations		X		
Develop course materials		X		
Manage Canvas	X			
Data collection			X	
Data entry	X			
Conference attendance			X	
Coordination with ODS and access plan students	X			
Room reservation	X			
Digital correspondence	X			
CV development			X	
Professional development	X			
Leadership	X			
Have direct contact with class participants	X			

### Things to know before getting involved

- **Is there an application to become a TA for the course?** No
- **Website?** No
- **Is there a minimum commitment for being a TA?** Yes, two semesters
- **Is course credit offered?** Yes, 3 credits
- **Are there required prerequisites?** Yes, students must have completed PSYC 160
- **Are there preferred prerequisites?** Yes, students who took PSYC 160 with me and earned a grade of B or higher



# Dr. Kethera Fogler

---

## Current Teaching Assistant Opportunities

Students typically TA for a large section of PSYC 101 or PSYC 380.

---

### Typical responsibilities/experiences of research assistants

	<b>Often</b> (All students experience this multiple times each semester)	<b>Sometimes</b> (Most students experience this each semester)	<b>Rarely/Optional</b> (Students may engage in these experiences but it is not typical)	<b>Never</b> (Students will never engage in this experience)
Tutoring		X		
Exam preparation				X
Exam proctoring		X		
Test revision				X
Grading	X			
Office hour attendance	X			
Lab attendance			X	
TA meeting attendance	X			
Course presentations			X	
Develop course materials		X		
Manage Canvas		X		
Data collection		X		
Data entry		X		
Conference attendance			X	
Coordination with ODS and access plan students			X	
Room reservation			X	
Digital correspondence		X		
CV development			X	
Professional development		X		
Leadership		X		
Have direct contact with class participants		X		

## Things to know before getting involved

- **Is there an application to become a TA for the course?** No
- **Website?** No
- **Is there a minimum commitment for being a TA?** No
- **Is course credit offered?** Yes, amount depends on the current needs for the course
- **Are there required prerequisites?** Yes, students must have completed the course they are a TA for, preferably with me
- **Are there preferred prerequisites?** Yes, prefer students to have had me for the course for which they will be a TA

# Dr. Jessica Irons

---

## Current Teaching Assistant Opportunities

I typically work with TAs for my research methods courses. Occasionally I will enlist the help of TAs for PSYC 101 or drugs and behavior.

---

## Typical responsibilities/experiences of research assistants

	Often (All students experience this multiple times each semester)	Sometimes (Most students experience this each semester)	Rarely/Optional (Students may engage in these experiences but it is not typical)	Never (Students will never engage in this experience)
Tutoring			X	
Exam preparation			X	
Exam proctoring		X		
Test revision			X	
Grading	X			
Office hour attendance	X			
Lab attendance	X			
TA meeting attendance	X			
Course presentations			X	
Develop course materials		X		
Manage Canvas			X	
Data collection		X		
Data entry			X	
Conference attendance			X	
Coordination with ODS and access plan students				X
Room reservation			X	
Digital correspondence			X	
CV development		X		
Professional development		X		
Leadership				X
Have direct contact with class participants		X		

## Things to know before getting involved

- **Is there an application to become a TA for the course?** No
- **Website?** No
- **Is there a minimum commitment for being a TA?** No
- **Is course credit offered?** Yes, 3 credits
- **Are there required prerequisites?** No
- **Are there preferred prerequisites?** Yes, prefer students to have had me for the course for which they will be a TA

## Dr. Kristina Jakobsen

---

### Current Teaching Assistant Opportunities

I typically recruit students to TA PSYC 365 (Developmental).

---

### Typical responsibilities/experiences of research assistants

	<b>Often</b> (All students experience this multiple times each semester)	<b>Sometimes</b> (Most students experience this each semester)	<b>Rarely/Optional</b> (Students may engage in these experiences but it is not typical)	<b>Never</b> (Students will never engage in this experience)
Tutoring			X	
Exam preparation		X		
Exam proctoring	X			
Test revision		X		
Grading	X			
Office hour attendance		X		
Lab attendance				X
TA meeting attendance	X			
Course presentations			X	
Develop course materials	X			
Manage Canvas				X
Data collection			X	
Data entry				X
Conference attendance				X
Coordination with ODS and access plan students		X		
Room reservation		X		
Digital correspondence		X		
CV development		X		
Professional development		X		
Leadership		X		
Have direct contact with class participants	X			

### Things to know before getting involved

- **Is there an application to become a TA for the course?** No
- **Website?** No
- **Is there a minimum commitment for being a TA?** No
- **Is course credit offered?** Yes, 3 credits
- **Are there required prerequisites?** Yes, students must have taken PSYC 365 with me to ensure understanding of the structure of the class
- **Are there preferred prerequisites?** No

## Dr. Claire Lyons

---

### Current Teaching Assistant Opportunities

I need Teaching Assistants for the large sections of PSYC 160 (300 students per section). In addition to listed duties, students may prepare revision materials and class assignments.

---

### Typical responsibilities/experiences of research assistants

	Often (All students experience this multiple times each semester)	Sometimes (Most students experience this each semester)	Rarely/Optional (Students may engage in these experiences but it is not typical)	Never (Students will never engage in this experience)
Tutoring	X			
Exam preparation			X	
Exam proctoring	X			
Test revision		X		
Grading	X			
Office hour attendance	X			
Lab attendance				X
TA meeting attendance	X			
Course presentations		X		
Develop course materials	X			
Manage Canvas	X			
Data collection		X		
Data entry		X		
Conference attendance		X		
Coordination with ODS and access plan students		X		
Room reservation			X	
Digital correspondence	X			
CV development		X		
Professional development		X		
Leadership		X		
Have direct contact with class participants	X			

### Things to know before getting involved

- **Is there an application to become a TA for the course?** Yes
- **Website?** Yes, [http://jmu.co1.qualtrics.com/jfe/form/SV\\_efbWZHQbkbPbjGB](http://jmu.co1.qualtrics.com/jfe/form/SV_efbWZHQbkbPbjGB)
- **Is there a minimum commitment for being a TA?** No, but a maximum of two semesters
- **Is course credit offered?** Yes, 3 credits
- **Are there required prerequisites?** Yes, PSYC 160 or 365
- **Are there preferred prerequisites?** No



# Dr. Melanie Shoup-Knox

---

## Current Teaching Assistant Opportunities

I need TAs for PSYC/BIO 385. I teach via interteaching so it is a highly interactive experience for both students and TAs. This is a great experience for anyone who is a biology minor or double major or anyone interested in pursuing neuroscience at a graduate level. TAs must attend all classes, take notes on material, and be prepared to assist students learning material for the first time. TAs work as a team to build course materials, teach a lecture, hold exam review sessions, grade exams and daily record sheets, and contribute to exam formation.

---

## Typical responsibilities/experiences of research assistants

	<b>Often</b> (All students experience this multiple times each semester)	<b>Sometimes</b> (Most students experience this each semester)	<b>Rarely/Optional</b> (Students may engage in these experiences but it is not typical)	<b>Never</b> (Students will never engage in this experience)
Tutoring	X			
Exam preparation	X			
Exam proctoring	X			
Test revision	X			
Grading	X			
Office hour attendance			X	
Lab attendance				X
TA meeting attendance	X			
Course presentations	X			
Develop course materials		X		
Manage Canvas	X			
Data collection				X
Data entry				X
Conference attendance				X
Coordination with ODS and access plan students				X
Room reservation			X	
Digital correspondence		X		
CV development		X		
Professional development	X			
Leadership	X			
Have direct contact with class participants	X			

### Things to know before getting involved

- **Is there an application to become a TA for your courses?** No
- **Website?** No
- **Is there a minimum commitment for being a TA?** No
- **Is course credit offered?** Yes, 3 credits
- **Are there required prerequisites?** Yes, PSYC 385
- **Are there preferred prerequisites?** Yes, students who have performed well in my Biopsychology course

# Dr. Tracy Zinn

---

## Current Teaching Assistant Opportunities

I either teach PSYC 210 or 212/213. I ask for students to participate for 2 semesters, especially for the 212-213 sequence. I typically have between 4-5 TAs each semester for that course. TAs are required to come to lectures, hold office hours, participate in a weekly meeting, grade, keep track of attendance. Students have to write an APA paper for class, so knowledge with APA style is helpful.

---

## Typical responsibilities/experiences of research assistants

	<b>Often</b> (All students experience this multiple times each semester)	<b>Sometimes</b> (Most students experience this each semester)	<b>Rarely/Optional</b> (Students may engage in these experiences but it is not typical)	<b>Never</b> (Students will never engage in this experience)
Tutoring			X	
Exam preparation			X	
Exam proctoring			X	
Test revision		X		
Grading	X			
Office hour attendance	X			
Lab attendance				X
TA meeting attendance	X			
Course presentations			X	
Develop course materials			X	
Manage Canvas		X		
Data collection		X		
Data entry		X		
Conference attendance				X
Coordination with ODS and access plan students			X	
Room reservation			X	
Digital correspondence		X		
CV development			X	
Professional development		X		
Leadership		X		
Have direct contact with class participants	X			

### Things to know before getting involved

- **Is there an application to become a TA for your courses?** Yes
- **Website?** Yes, contact Dr. Zinn for the link
- **Is there a minimum commitment for being a TA?** Yes, two semesters and a maximum commitment of three semesters
- **Is course credit offered?** Yes, three credits
- **Are there required prerequisites?** Yes, PSYC 210/211 or 212/213
- **Are there preferred prerequisites?** No