**RPI “Class Type,” and Provost’s TA Allocation Guidelines**

**(HASS Student Services draft )**

The Registrar requires designation of the teaching style (“Class Type”) for all course sections for scheduling on SIS. These are used in conjunction with the actual total enrollment and designations such as Communication Intensive, Technology Intensive, Art\_X, and the curricular role of the course for allocating and assigning TA’s.

The SIS codes for “Class Type” are:

**Lab=B, Lecture=L, Recitation=R, Seminar=M, and Studio=S**

Below are working definitions of the Class Types for HASS. While classes rarely fall perfectly into one of these categories, please review these and the Provost’s TA Allocation Guidelines to ensure that the Class Types are as appropriate as possible. Inaccurate designations may result in TA appointment requests being denied by the Office of Graduate Education.

**Lab (B)**: Most typically refers to a science lab where students are running experiments, or to a course where the instructor provides hands-on guidance while students work on individual or group projects that are multi-faceted and require ongoing work. In HASS this would also relate to arts, PDI and other design-oriented classes where students are actively producing, coding, drawing, building etc.

**Lecture (L)**: A large enrollment course (25+ students) where instructors primarily and orally convey critical information, history, background, theories, and equations to teach students about a particular subject. Student participation is limited.

**Recitation (R)**: A course that is scheduled as a sub-section and as a complement to a lecture, where students have ample opportunity to actively engage with the material, other classmates, and the recitation leader. Its purpose is to address anything not covered during the lecture or individualized/group drills or study.

**Seminar (M)**: A small, discussion-based course where students are assigned readings and then, under the instructor’s guidelines and direction, are encouraged to discuss and explore the material and ideas. This may also refer to a course with different speakers at each class.

**Studio (S)**: A combination of short lecture and lab where students are engaged in hands-on activities that generally emphasize collaborative, cooperative, and content learning and intellectual development (discussions, debates, presentations, paper and pencil exercises, computer projects, work with samples, etc.). Class activities generally build upon each other, providing a dynamic and integrated learning environment.

**TA Allocation Guidelines**

**(Proposal of January 15, 2016)**

These guidelines are meant to serve as guidance for Associate Deans and Department Heads in allocating and assigning Teaching Assistants.

The workload of a Teaching Assistant will include a combination of preparation, class time, grading and office hours that total to 20 hours per week.

Excess TA capacity will be returned to the Dean of Graduate Education to distribute to other Departments as needed.

|  |  |
| --- | --- |
| **Course Type** | **Teaching Assistants** |
| 3-4 credit lecture course with 25 to 45 students | .5 |
| 3-4 credit lecture course with 46 to 70 students | 1 |
| 3-4 credit lecture course with 71 to 100 students | 1.5 |
| 3-4 credit lecture course with 101 to 150 students | 2 |
| 3-4 credit lecture course with more than 150 students | 2.5 |
| 2 credit laboratory section(s) with 25 students | 0.5 |
| 3-4 credit laboratory section(s) with 25 students | 1 |
| 4 credit studio course with 30 students | 1 |
| Communication intensive course with 19 students | 0.5 |
| Communication intensive courses with 38 students | 1 |
| 4 credit technology intensive course with 19 students | 1 |
| Vasudha | 1 |
| Center for Communication Practices | 2 |
| ALAC TLAs | 7 |
| 1st year graduate courses with 40 or more students | 1 |
| Other graduate courses | 0 |