Political Science Department
Autumn 2023 Teaching Assistant Job Description
50% appointment, Two Quizzes

TA Name: ____________________________________________
Faculty Supervisor: _______________________________________
Course Number and Title: __________________________________
Course Time: ___________________________________________
Quiz Meetings:

<table>
<thead>
<tr>
<th>Sections (AA, AB etc)</th>
<th>Days</th>
<th>Times</th>
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Office Hours Days/Times, 2 hours/week:
Office Hours Location: _______________________________________
First TA Meeting: ___________________________________________

Max Quizzes & Students: 2 quizzes meeting once per week. Max of 60 students, 30 per quiz.
Exceptions only after consultation with and approval by the faculty supervisor.

Max Hours: 220 hours. Notify instructor & Meera Roy by Week 6 if averaging more than 20 hours/week
Appointment Period: September 16 to December 15, 2023
Instructional Period: September 27 to December 8, 2023
Final Exam Week: December 9 to 15, 2023
Pay Dates: See https://isc.uw.edu/your-pay-taxes/paydays for monthly paydates

Teaching Assistant duties include some or all of the following:

Lecture and Quizzes Responsibilities
• Attend/watch all lectures at scheduled times
• Prepare and distribute quiz syllabus electronically
• Prepare for and conduct every quiz at scheduled times through the last day of instruction
• Facilitate discussions
• Prepare review materials. Hold review sessions as needed.
• Request and/or acquire course equipment
• Hold regular office hours, 2 hours per week
• Tutor students

Provide instructor with a breakdown of each student's final grades

Materials Preparation
• Read assigned course materials in advance of deadlines
• Place course materials on library reserve
• Prepare supplemental materials

Course Email and Canvas
• Respond to course-related e-mail and messages in Canvas in a professional and timely manner
• Prepare, maintain, update information in Canvas as directed
• Participate in discussions on Canvas as requested

Other Duties
• Attend training programs as required/recommended
• Attend and actively participate in all course meetings
• Provide feedback on paper drafts for W courses or when students schedule in advance and submit as agreed
• Refer students needing help to appropriate offices
• Act as liaison between students and professor
• Comply with Federal Education Rights and Privacy Act (FERPA)
• Follow UW Records Retention Schedule requirements
• Record holiday and other leave in Workday.
• Complete departmental paperwork for absences from scheduled TA duties
• Promote completing end-of-quarter quiz evaluation form to students.
• Sign Instructor Evaluation of TA form by deadline.
• Other duties as assigned

ASE Signature: __________________________ Date: ______________
Supervisor Signature: __________________________ Date: ______________

This job description will be maintained by the Political Science Department Administrator in the ASE’s personnel file.