## Teaching Assistant Job Description

### Political Science Department

**Spring 2024 Teaching Assistant Job Description**

**50% appointment, Two Quizzes**

| TA Name: | ___________________________ |
| Faculty Supervisor: | ___________________________ |
| Course Number and Title: | ___________________________ |
| Course Time: | ___________________________ |
| Quiz Meetings: | Sections (AA, AB etc) | Days | Times |
| | 1. | | |
| | 2. | | |

**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:**

March 16 to June 15, 2024

**Instructional Period**

March 25 to May 31, 2024

**Final Exam Week**

June 3-7, 2024

**Pay Dates:**

See [https://isc.uw.edu/your-pay-taxes/paydays](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

#### 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

#### Exams and Grading
- Prepare test questions and/or topics for paper assignments
- Proctor exams
- Track student assignment completion and participation
- Score papers/exams/assignments and provide written feedback
- Maintain grading records according to instruction
- Provide instructor with requested grade information (median exam grades, etc.)
- Calculate quarter grades according to instruction.

- Provide instructor with a breakdown of each student’s final grades
- ***Submit grades via GradePage as directed by the instructor before GradePage closes at: 5pm on Tuesday, June 11, 2024***

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

#### 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.