

**Political Science Department
Spring 2024 Teaching Assistant Job Description
50% appointment, No Quizzes**

TA Name: _____
 Faculty Supervisor: _____
 Course Number and Title: _____
 Course Time: _____
 Office Hours Days/Times, 2 hours/week: _____
 Office Hours Location: _____

Max Students	100.. 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 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 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
- Sign Instructor Evaluation of TA form by deadline.
- Other duties as assigned

ASE Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____