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](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](https://isc.uw.edu/your-pay-taxes/paydays) 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: __________________________

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