

**Political Science Department
Autumn Quarter 2017 Teaching Assistant Job Description
50% appointment**

Complete and return to Catherine Quinn in GWN 101 by Friday, September 29

*******COMPLETE THIS TOP SECTION AND SIGN BELOW*******

TA Name: _____

Faculty Supervisor: _____

Course Number and Title: _____

Course Time: _____

Quiz Meetings:

Sections (AA, AB etc)	Days	Times
1.	_____	_____
2.	_____	_____

TA Office Location: _____

First TA Meeting: _____

Maximum Number of Students:	50 for quizzes that meet twice per week, 25 students per quiz. 60 for quizzes that meet once per week, 30 students per quiz. Exceptions allowed after consultation with and approval by the faculty supervisor.
Maximum Number of Hours:	220 per quarter (TAs averaging more than 20 hours per week must notify both the instructor and Meera Roy by the end of Week 6)
Appointment Period:	September 16, 2017, to December 15, 2017
Pay Dates:	October 10 and 25, November 9 and 22, December 11 and 22

Teaching Assistant duties may include some or all of the following:

Lecture and Quizzes Responsibilities

- Attend all lectures and assigned quizzes
- Prepare and distribute syllabus for quiz sections
- Prepare for quiz sections, conduct quiz section meetings, and facilitate discussions
- Prepare review materials for quiz sections
- Request and/or acquire necessary equipment
- Hold regular office hours, 2 hours per week
- Tutor students

Course Email and Website

- Manage and respond to course-related e-mail in a timely manner
- If requested, prepare, maintain, and update course webpage for course materials
- If requested, develop and maintain course electronic bulletin boards, discussion sites, etc.

Exams and Grading

- Prepare test questions and/or topics for paper assignments
- Proctor exams
- Score papers/exams/quizzes/assignments
- Prepare and maintain quiz attendance records

- Maintain grading records according to instruction, including assignment completion by each student
- Provide instructor with a median GPA on all exams.
- Calculate quarter grades according to instruction
- Provide instructor with a breakdown of final grades.
- *****Submit grades as directed by the instructor. Grades must be submitted online by 5pm on Tuesday, December 19.**

Materials Preparation

- Read all assigned course materials in advance of syllabus deadlines
- Place course materials on library or e-reserve
- Prepare handout materials

Other Duties

- Attend all instructor/TA meetings
- Provide feedback on paper drafts when students schedule in advance and submit as agreed
- Follow quiz evaluation instructions. Encourage students to complete their evaluations.
- Refer students needing help to appropriate offices
- Act as liaison/mediator between student and professor
- Other duties as assigned

Additional Duties (instructor, please write in):

ASE Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

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