

**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: _____

TA Office Location: _____

First TA Meeting: _____

Maximum Number of Students:	100. TAs may make exceptions 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 plus additional duties:

Lecture and Teaching Responsibilities

- Attend all lectures
- Prepare review materials and hold review sessions as needed
- 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
- 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

- 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 the final grade.
- *****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 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
- 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.