

Political Science Department
DRAFT Autumn 2020 Teaching Assistant Job Description
50% appointment

*******COMPLETE THE HIGHLIGHTED SECTIONS AND SIGN BELOW*******

TA Name: _____

Faculty Supervisor: _____

Course Number and Title: _____

Course Time: _____

Quiz Meetings:

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

Office Hours, 2 hours per week _____

First TA Meeting: _____

Maximum Number of Students:	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, 2020, to December 15, 2020
Spring 2020 Pay Dates:	October 9 and 26, November 10 and 25, December 10 and 24

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

Lecture and Quizzes Responsibilities

- Attend all lectures at scheduled times unless excused by the instructor (attend/watch recorded lectures if remote).
- Prepare and distribute quiz syllabus electronically
- Prepare for and conduct quizzes at scheduled times
- Facilitate discussions
- Prepare review materials for quizzes
- Request and/or acquire course equipment
- Hold regular office hours, 2 hours per week (through Zoom if remote)
- Tutor students

Course Email and Canvas

- Respond to course-related e-mail in a timely manner
- Prepare, maintain, update course information in Canvas as requested
- Participate in discussions on Canvas as requested.

Exams and Grading

- Prepare test questions and/or topics for paper assignments
- Proctor exams
- Score papers/exams/quizzes/assignments and provide feedback

- Maintain grading records according to instruction
- Provide instructor with grading information as requested such as median GPA on exams.
- Calculate quarter grades according to instruction
Provide instructor with a breakdown of the final grades.
- *****Submit grades as directed by the instructor. Grades must be submitted via GradePage by 5pm on Tuesday, December 22, 2020.**

Materials Preparation

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

Other Duties

- Attend all instructor/TA meetings (via Zoom if remote)
- 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.