

**Political Science Department**  
**DRAFT Autumn Quarter 2020 Teaching Assistant Job Description**  
**50% appointment, No Quizzes**

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

**TA Name:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_

**Course Number and Title:** \_\_\_\_\_

**Course Time:** \_\_\_\_\_

**Office Hours, 2 hours per week** \_\_\_\_\_

**First TA Meeting:** \_\_\_\_\_

<b>Maximum Number of Students:</b>	100. TAs may make exceptions after consultation with and approval by the faculty supervisor.
<b>Maximum Number of Hours:</b>	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)
<b>Appointment Period:</b>	September 16, 2020, to December 15, 2020
<b>Pay Dates:</b>	October 9 and 26, November 10 and 25, December 10 and 24

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

**Lecture and Teaching Responsibilities**

- Attend all lectures at scheduled times unless excused by the instructor (attend/watch recorded lectures if remote).
- Prepare review materials; hold review sessions as needed
- Request and/or acquire course equipment
- Hold regular office hours, 2 hours per week (via Zoom if remote)
- Tutor students

**Course Email and Website**

- Manage and 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
- Track assignment completion by each student
- 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.