Political Science Department
DRAFT Autumn 2020 Teaching Assistant Job Description
50% appointment
Complete and return to Jerry Kohl at kohlj@uw.edu

**********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 unless excused by the instructor
  (attend/watch recorded lectures if remote).
- Prepare and distribute quiz syllabus electronically
- Prepare for and conduct quizzes
- 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.

7/17/2020