Political Science Department
DRAFT Autumn Quarter 2020 Teaching Assistant Job Description
50% appointment, No Quizzes
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: __________________________________________________
Office Hours, 2 hours per week: ________________________________
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, 2020, to December 15, 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 plus additional duties:

Lecture and Teaching Responsibilities
- Attend all lectures 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.