

**Political Science Department  
Winter 2025 Teaching Assistant Job Description  
75% appointment, Three Quizzes**

**TA Name:** \_\_\_\_\_  
**Faculty Supervisor:** \_\_\_\_\_  
**Course Number and Title:** \_\_\_\_\_  
**Course Time:** \_\_\_\_\_  
**Quiz Meetings:**

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

**Office Hours Days/Times, 2 hours/week:** \_\_\_\_\_  
**Office Hours Location:** \_\_\_\_\_  
**First TA Meeting:** \_\_\_\_\_

<b>Max Quizzes &amp; Students</b>	3 quizzes meeting once per week. Max of 90 students, 30 per quiz. Exceptions only after consultation with and approval by the faculty supervisor.
<b>Max Hours:</b>	330 hours. Notify instructor & Meera Roy by Week 6 if averaging more than 30 hours/week
<b>Appointment Period:</b>	December 16, 2024, to March 15, 2025
<b>Instructional Period</b>	January 1 to March 14, 2025
<b>Final Exam Week</b>	March 17-21, 2025
<b>Pay Dates:</b>	See <a href="https://isc.uw.edu/your-pay-taxes/paydays">https://isc.uw.edu/your-pay-taxes/paydays</a> for monthly paydates

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

**Lecture and Quizzes Responsibilities**

- Attend/watch all lectures at scheduled times
- Prepare and distribute quiz syllabus electronically
- Prepare for and conduct every quiz at scheduled times through the last day of instruction
- Facilitate discussions
- Prepare review materials. Hold review sessions as needed.
- Request and/or acquire course equipment
- Hold regular office hours, 2 hours per week
- Tutor students

**Course Email and Canvas**

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

**Exams and Grading**

- Prepare test questions and/or topics for paper assignments
- Proctor exams
- Track student assignment completion and participation
- Score papers/exams/assignments and provide written feedback
- Maintain grading records according to instruction
- Provide instructor with requested grade information (median exam grades, etc.)
- Calculate quarter grades according to instruction.

- Provide instructor with a breakdown of each student's final grades
- **\*\*\*Submit grades via [GradePage](#) as directed by the instructor before GradePage closes at: 5pm on Tuesday, March 25, 2025.**

**Materials Preparation**

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

**Other Duties**

- Attend training programs as required/recommended
- Attend and actively participate in all course meetings
- Provide feedback on paper drafts for W courses or when students schedule in advance and submit as agreed
- Refer students needing help to appropriate offices
- Act as liaison between students and professor
- Comply with [Federal Education Rights and Privacy Act \(FERPA\)](#)
- Follow [UW Records Retention Schedule](#) requirements
- Record holiday and other leave in Workday.
- Complete departmental paperwork for absences from scheduled TA duties
- Promote completing end-of-quarter quiz evaluation form to students.
- Sign Instructor Evaluation of TA form by deadline.
- Other duties as assigned

ASE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_