Teaching Assistant Job Description

Political Science Department
Winter 2024 Teaching Assistant Job Description
50% appointment, Two Quizzes

TA Name:_________________________________________
Faculty Supervisor:_________________________________
Course Number and Title:______________________________
Course Time:_______________________________________
Quiz Meetings: Sections (AA, AB etc) Days Times
1._________________________________________________
2._________________________________________________
Office Hours Days/Times, 2 hours/week:
Office Hours Location:________________________________
First TA Meeting:_____________________________________
Max Quizzes & Students 2 quizzes meeting once per week. Max of 60 students, 30 per quiz.
Exceptions only after consultation with and approval by the faculty supervisor.
Max Hours: 220 hours. Notify instructor & Meera Roy by Week 6 if averaging more than 20 hours/week
Appointment Period: December 16, 2023, to March 15, 2024
Instructional Period January 3 to March 8, 2024
Final Exam Week March 11 to 15, 2024
Pay Dates: See https://isc.uw.edu/your-pay-taxes/paydays 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 19, 2024

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: ________________

This job description will be maintained by the Political Science Department Administrator in the ASE’s personnel file.