Political Science Department
Winter 2024 Teaching Assistant Job Description
50% appointment, No Quizzes

TA Name: ____________________________________________
Faculty Supervisor: _______________________________________
Course Number and Title: _________________________________
Course Time: __________________________________________
Office Hours Days/Times, 2 hours/week: ______________________
Office Hours Location: ___________________________________

Max Students 100. 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 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

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
• Sign Instructor Evaluation of TA form by deadline.
• Other duties as assigned

***Submit grades via GradePage as directed by the instructor before GradePage closes at: 5pm on Tuesday, March 19, 2024.

ASE Signature: _____________________________________________ Date: ______________

Supervisor Signature: _____________________________________________ Date: ______________

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