

**Political Science Department
Spring 2024 Teaching Assistant Job Description
100% appointment, Four Quizzes**

TA Name: _____

Faculty Supervisor: _____

Course Number and Title: _____

Lecture Time: _____

Quiz Meetings:

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

Office Hours Days/Times, 2 hours/week: _____

Office Hours Location: _____

First TA Meeting: _____

Max Quizzes & Students	4 quizzes meeting once per week. Max of 120 students, 30 per quiz. Exceptions only after consultation with and approval by the faculty supervisor.
Max Hours:	440 hours. Notify instructor & Meera Roy by Week 6 if averaging more than 20 hours/week
Appointment Period:	March 16 to June 15, 2024
Instructional Period	March 25 to May 31, 2024
Final Exam Week	June 3-7, 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, June 11, 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: _____