**Teaching Assistant/Associate Job Description**

50% ASE appointment = maximum of **220 hours** of work per quarter.

Exact distribution of hours across activities may change.

Student: please notify your supervisor and the Administrator if you use more than 2 days of leave in a quarter, leave (per ASE contract, article 17) needs to be coordinated across the year under multiple supervisors

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| --- | --- |
| **TA Name:** |  |
| **Appointment Period (Quarter):**  Fall: September 16 – December 15  Winter: December 16 – March 15  Spring: March 16 – June 15 |  |
| **Course Number & Name:** |  |
| **Faculty/Instructor Supervisor:** |  |

**Check all duties that apply and record the estimated number of hours expected for each category of tasks:**

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| **General Tasks -- Estimated Total Hours:** |
| Attend  all lectures OR  most lectures *if “most” specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  ***Grad Student: Please let faculty member know if it would be beneficial for you to attend the lectures so you can adjust other tasks below as needed.***  Review  all online course material OR  most online course material *if “most” specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Read  all lectures, assigned readings OR  most lectures, assigned readings *if “most” specify:\_\_\_\_\_\_\_\_\_\_\_\_*  Review  all labs/assignments OR  most labs/assignments *if “most” specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Attend instructor/TA meetings |
| **Lectures -- Estimated Total Hours:** |
| Prepare lecture materials  Present lectures ( \_\_\_\_\_\_\_ times per quarter)  Prepare handout materials  Request or acquire necessary equipment |
| **Sections -- Estimated Total Hours:** |
| Conduct section meetings  Facilitate discussions  Prepare lectures for sections  Prepare review materials for sections |
| **Student Support -- Estimated Total Hours:** |
| Hold regular office hours ( \_\_\_\_\_\_ hours / week)  Tutor/meet with students one-on-one  Hold extra review sessions for exams  Manage & respond to course-related email/electronic communications  Act as liaison between student and professor |
| **Online Content -- Estimated Total Hours:** |
| Prepare/update Canvas site/webpage with course materials  Review Canvas site/webpage  Maintain/update Canvas site/webpage for course materials  Develop/moderate online discussion boards, forums, etc. |
| **Grading -- Estimated Total Hours:** |
| Maintain grading records  Grade quizzes/exams  Grade assignments/labs/projects  Grade discussion boards  Prepare/maintain course participation records  Grade participation  Provide feedback to students  Calculate quarter grades  Submit quarter grades |
| **Instructional Support -- Estimated Total Hours:** |
| Review/proofread exams/assignments for clarity  Place course materials on library reserve  Prepare quiz/exam questions  Proctor quizzes/exams  Design assignments/labs/projects  Develop assignment/lab/project grading rubrics |
| **Other Duties and/or Required Training -- Estimated Total Hours:** |
|  |
| **TOTAL (MUST NOT EXCEED 220 HOURS):** |

**Professionalism:**

Exhibit accountability, professionalism, and collegiality in all duties

**TA Evaluation:**

All TAs are required to conduct quarterly student course evaluations using the OEA evaluation forms/online evaluation system. These evaluations will be ordered by the Geography Advising Office.

Supervisor evaluation of TA (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other evaluation (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

For questions or concerns about or during this TA assignment, please discuss with the instructor of the course. Additionally, you may also consult the Director of Advising Services, the department Chair, or the Graduate Program Coordinator. You can also contact the UW Ombud ([ombuds@uw.edu](mailto:ombuds@uw.edu)) for additional support.