**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

|  |  |
| --- | --- |
| **TA Name:** |  |
| **Appointment Period (Quarter):**Fall: September 16 – December 15Winter: December 16 – March 15Spring: 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:**

|  |
| --- |
| **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:**

[x]  Exhibit accountability, professionalism, and collegiality in all duties

**TA Evaluation:**

[x]  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) for additional support.