Job Description: Drama 101 TA

Teaching Assistant Job Description - 2019-20

<table>
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<tr>
<th>Course Name:</th>
<th>Drama 101, Introduction to the Theatre</th>
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<td>Curricular purpose:</td>
<td>Drama 101 TAs teach non-major students who are interested in theatre and performance but do not necessarily have prior experience with the art form. Drama 101 also counts as a VLPA course.</td>
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**TA Duties:**

- Attend all lectures
- Attend instructor/TA meetings
- Adhere to the policies outlined in the course syllabus
- Conduct quiz section meetings
- Facilitate discussions in quiz sections
- Prepare discussions and activities for quiz sections
- Hold regular office hours
- Manage and respond to course-related e-mail in a timely fashion
- If necessary, prepare exam review materials for quiz sections
- Proctor exams as needed (and approved by instructor)
- Maintain grading records
- Maintain course attendance records for quiz sections (note: students cannot be graded on attendance)
- Grade papers and projects
- Maintain records on individual students’ assignment completion
- Possibly contribute to exam questions, pulled from lecture and reading material
- Calculate and submit quarter grades

**Other specific duties:**

**Lead TA** will also:

- Assign TAs to specific quiz sections
- Work with instructor to coordinate instructor/TA meetings
- At times, aid instructor in facilitating communications to TAs
- Obtain breakout rooms (working with Sue Bruns) as needed
- Assist in getting exams copied and scored
- Obtain keys to media equipment and attend an orientation, if needed, with classroom services.

**Drama 101 TA**
<table>
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<tr>
<th>Assigned Course</th>
<th>Drama 101, two sections</th>
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<tr>
<td>Faculty member or supervisor to whom the ASE will report</td>
<td>2019-20: Scott Magelssen</td>
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**SCHOOL OF DRAMA TEACHING ASSISTANTS**

**EVALUATION CRITERIA**

During your appointment as a teaching assistant, you will be evaluated by the TA evaluator. This evaluation will be placed in your employee file - not your student file. You will receive a copy, and will have an opportunity to comment on the evaluation. It will then go to the Administrative office for processing. This processing includes a confirmation to the Graduate School that the evaluation has been done, but no copy of the actual evaluation will be forwarded to them.

If the evaluator concludes that the TA is not meeting departmental criteria for teaching competence, then s/he will work with the TA to determine a specific, written plan for addressing the TA's teaching difficulties.

A TA should feel free at any time to give input to the observation process. Any appeal, should one feel the need to appeal the outcome of any decision based on the observation, should follow procedures outlined in Executive Order 28. This appeal would begin with contacting the Executive Director of the School.

*Criteria to be used in the evaluation will include at least the following:*

**Preparedness**
- effective use of class time
- organization of material
- punctuality

**Communication**
- engaging full class
- clear direction on assignments
- articulation
- listening

**Responsibilities to students**
- office hours
- assignments returned in a timely manner
- teaching from the syllabus
- consistent grading
- understanding/enforcing University policy

| Course meeting times and location | Lecture: MWF, 12:30-1:30  
Sections: T Th various times |
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<tr>
<td>The maximum number of students for which the ASE will be responsible</td>
<td>Approximately 25 per section, each TA is responsible for 2 sections</td>
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<td>Office hours (if applicable)</td>
<td>TBA by TA</td>
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Center for Teaching and Learning TA training for new TAs, Sept 17-18, 2019
Drama 101 TA orientation Sept 20, 10:00am-noon and Sept 23 1:30-3:30pm.

Classroom – see time schedule, TAs will be assigned to their sections by Lead TA
TA office – Hutchinson Hall, room 301

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