Job Description: Drama 212 TA

<table>
<thead>
<tr>
<th>Course Name:</th>
<th>Drama 212, Theatre Technical Practice</th>
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<tbody>
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<td>Curricular Purpose</td>
<td>Drama 212 is a course for Drama majors pre-majors and interested non-majors. It fulfills a requirement for the BA in Drama degree. The goal of this class is to teach students to discuss and analyze light in a phenomenological, (as opposed to theoretical) context.</td>
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Duties include:

- Attend all class sessions
- Facilitate room reservation schedule for student groups
- Manage and respond to course-related e-mail
- Scheduling and participating in production critiques
- Participating in class critiques and discussions
- Supervision of students in lab work outside of class meetings
- Assist students with use of lab space and with technical instruction
- Maintain lab facilities and equipment
- Manage (and hang) angle demonstration light plot
- Manage, maintain, and repair equipment and supplies
- Serve as a model for lighting projects and demonstrations (in conjunction with class assistant)
- Attend instructor/TA meetings

May include:

- Maintaining grading records
- Maintaining course participation records
- Leading critiques and/or discussions in class
- Maintain/update webpage
- Calculate quarter grades, (in conjunction with professor)
- Place course materials on library reserve (Drama 419)
- Preparing handout materials
- Manage, as necessary, orders for new equipment and supplies

Drama 212 TA
### Assigned Course

Drama 212

### Faculty member or supervisor to whom the ASE will report

Andrew Smith, ads7@uw.edu or Geoff Korf, gkorf@uw.edu

### 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

### Procedures used for evaluation (if any)

### Course meeting times and location

Drama 212, Tues. 2-5pm

### The maximum number of students for which the ASE will be responsible

Approximately 20 per section

### Office hours (if applicable)

TBA by TA
School of Drama  
University of Washington  
101 Hutchinson Hall, Box 353950  
Seattle, WA 98195-3950  

Phone: (206) 543-5140  
Fax: (206) 543-8512  
Email: uwdrama@uw.edu  

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