Job Description: Drama 251, 252 TA

<table>
<thead>
<tr>
<th>Course Name:</th>
<th>Drama 251 and 252</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curricular purpose:</td>
<td>Drama 251/2 is for Drama pre-majors and interested non-major students. The emphasis of the class is on the exploration and development of fundamental acting vocabulary and techniques. The class fulfills a requirement for the BA in Drama degree.</td>
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Duties:

- Attend all lectures
- Conduct studio section meetings
- Facilitate discussions
- Prepare studio quiz sections
- Prepare review materials for studio sections
- Hold extra coaching sessions for exams
- Obtain room for coaching sessions
- Hold regular office hours, 1-2 hrs/wk
- Tutor students, hold outside coaching sessions
- Manage and respond to course-related e-mail
- Prepare final exam performances.
- Reserve rooms for final exam performances
- Proctor exams
- Score final performances
- Maintain grading records
- Prepare course attendance records
- Maintain course attendance records
- Maintain records on individual students’ assignment completion
- Calculate quarter grades
- Request student assessments for course
- Prepare lecture demo materials and prepare demonstrations for large lecture sessions
- Attend instructor/TA meetings
- Act as liaison/mediator between student and professor
- Review textbooks for use (optional)
- Order textbooks (optional)
- Prepare handout materials (optional)
- Place course materials on library reserve (optional)
### Drama 251 and 252 TA

<table>
<thead>
<tr>
<th>Assigned Course</th>
<th>Drama 251 and 252</th>
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</table>
| Faculty member or supervisor to whom the ASE will report | Scott Hafso/251  
Zane Jones/252 |

### 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

- Lectures - M, 11:30-12:50
- TA meeting - M, 12:50-1:20
- Studio section - T/Th, 11:30-1:20 or W/F, 11:30-1:20 as assigned

<p>| The maximum number of students for which the ASE will be responsible | 18 |</p>
<table>
<thead>
<tr>
<th>Office hours (if applicable)</th>
<th>TBA by TA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training programs (if applicable)</td>
<td>In 2018:</td>
</tr>
<tr>
<td></td>
<td>September 16, 1:30-5pm, Hutchinson 208</td>
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<tr>
<td></td>
<td>September 20, 9am-1pm, Hutchinson 208</td>
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<tr>
<td></td>
<td>September 23, 9-10:30am, Hutchinson 208</td>
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<tr>
<td></td>
<td>Center for Teaching &amp; Learning New TA workshops, September 17-18</td>
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<tr>
<td></td>
<td>Otherwise as arranged</td>
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<tr>
<td>Work location</td>
<td>Lecture - Penthouse Theatre and TBA</td>
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<td></td>
<td>Studio section - Hutchinson Hall studio space</td>
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<td></td>
<td>TA office - Penthouse basement</td>
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University of Washington  
101 Hutchinson Hall, Box 353950  
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Email: uwdrama@uw.edu

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