



Program Goals

The Astronomy Teaching Assistant (TA) Program is designed to provide teacher training, including experience developing curricular material and managing classrooms. Graduate students are expected to TA for three quarters and teach both in-person and online courses so as to experience a variety of pedagogical approaches and course modalities. Our goal is for classes to be a supportive and welcoming environment, for both our students and our teaching staff (instructors, TAs, and graders).

Teaching Assistant Job Descriptions

This position is classified as a Teaching Assistant position and is governed by the UAW ASE contract. You are expected to be available for the duration of the academic quarter of your assignment as described in Article 35, section 7. Please consult the UW Academic Calendar for dates of instruction, including the final exam period for the quarter of your appointment. If you need to be absent for any portion of the instructional or final exam period (including grading), you must request this time off from your faculty supervisor. If you are unable to perform the following duties, you must alert your faculty supervisor.

Astro 101/150 Lecture Courses

- Know the course content and how material is presented to students in lecture.
- Know and follow course policies in the course syllabus and as described by the instructor.
- Attend lectures.
- Conduct quiz section meetings. Specific tasks may include introducing assignments, helping students with their work, running demonstrations, giving planetarium shows, facilitating discussions, preparing review materials, etc.
- Hold regular office hours, 2 hours per week, in-person and on Zoom, at a time of your choice.
- Manage and respond to course related messages in a timely fashion.
- Attend instructor/TA meetings.
- Assist in proctoring in-class exams.
- Grade and record the scores for work as assigned by the instructor, typically within one week of receipt (this time may be compressed at the end of the quarter, depending on the final exam schedule).
- Track and report on student progress in the course.
- Participate in evaluation by the Lead TA.

Astro 101/150 Online Courses

- Know the course content and how material is presented to students in Canvas.
- Know and follow course policies in the course syllabus and as described by the instructor.
- Manage and respond clearly to students in online discussion boards.



- Work closely with the instructor to develop new course materials, which may include video presentations, discussions, labs, etc., including related formative and summative assessment.
- Hold regular office hours, 2 hours per week, in-person and on Zoom, at a time of your choice.
- Manage and respond to course related messages in a timely fashion.
- Attend instructor/TA meetings.
- Grade work as assigned by the instructor, typically within one week of receipt (this time may be compressed at the end of the quarter, depending on the final exam schedule).
- Track and report on student progress in the course.

101/150 Estimated Weekly Time Commitment

In-person Courses	Online Courses
Attend Lectures (3 hours)	Develop Course Material* (3 hours)
Lead Discussion Sections (2-3 hours, with 1-2 hours of preparatory time)	Lead Discussions (2-3 hours)
TA Meeting (1 hour)	TA Meeting (1 hr)
Grader Team Meeting (1 hour, some courses)	Grader Team Meeting (1 hour, some courses)
Grading (2-4 hours)	Grading (2-4 hours)
Office Hour / Communicating with Students (2 hours)	Office Hour / Communicating with Students (2 hours)

* Developing online course material is an important skill in our teaching environment, and will support the constant refresh of our online content. Slated to start no later than fall 2023.