



## 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).

## Astronomy TA Job Description

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 developing material, facilitating discussion, introducing assignments, assisting students with their work, running demonstrations, and giving planetarium shows.
- 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.