

Expectations and resources for Political Science TAs

As a teaching assistant in political science, you are expected to facilitate discussion sections, hold regular office hours, attend necessary trainings, interact in a professional manner, and ask for help when you have questions.

Training

- *Before classes:* At the beginning of the academic year, there will be a required training for all new TAs to review your responsibilities, resources on campus, some teaching practices, and your role as a teaching assistant.
- *Early semester:* Within the first 6 weeks of the semester, the TA mentor will visit your section to observe and offer feedback.
- *Throughout the year:* in-service learning opportunities exist throughout the year. You are expected to attend at two TA workshops through the political science department or alternative workshops offered by the Graduate School.

Classroom behavior

- *Preparation:* You are expected to come to class prepared, with a clear lesson plan or learning goal for the section. If there are multiple TAs for one course, it is helpful to communicate across sections to make sure everyone is on the same page
- *Professionalism:* We expect that as instructors, you will act in a professional manner in the classroom and maintain a respectful environment.
- *Class expectations:* It is highly recommended to give your students a section syllabus that clearly outlines your expectations for the class, their role as students, and relevant information about email, office hours, grade disputes, etc.

Office hours

- *Expectation:* 2 hours per week, on a regular and consistent basis.
- *Location:* TA office (122 North Hall) or a café on or near campus. If possible, have some time per week on campus.

Logistics

- *Printing:* You have credit to your account to print in 121 North Hall.
- *Copying:* You will be given a code to copy in the PS main office (101 North Hall).
- *Mail:* You have a mailbox across from the TA office.
- *Keys:* If you need TA office keys, please talk to the PS main office.

TA Mentor

Have questions? Want more resources? The TA Mentor can help with those concerns and answer your teaching questions.

Additional Resources

- There are sample section syllabi, activities, and lesson plans that you can draw on that will be available through the [Political Science TA Resources Dropbox](#).