

GUIDE FOR GRADUATE STUDENTS IN ECONOMICS

This guide provides information about the requirements of the Department of Economics graduate program. You should also familiarize yourself with the requirements of the Graduate School which are described in the General Catalog and at www.grad.washington.edu. You are responsible for knowing and following the requirements of both the Department and the Graduate School. This guide will be updated periodically.

I. The PhD Program

The graduate program in economics leading to the PhD degree consists of one year of core courses followed by core examinations in microeconomics and macroeconomics, one year of electives followed by examinations or course certification in at least two fields of specialization, and successful completion of a dissertation.

A. *Core Theory and Econometrics Program*

1. *Core Courses*

The core program is designed to provide the tools for advanced work in economics. It consists of courses in microeconomics (ECON 500, 501, and 508), macroeconomics (ECON 502, 503 and 509), and econometrics (ECON 580, 581, and 582). These courses may be repeated only one time to bring a deficient grade up to the required level; failure to pass a core course at the second attempt will result in removal from the PhD program. Minimum required grades for microeconomics and macroeconomics core courses are 2.7. For the econometrics core courses, each grade must be at least 2.7, but an average of 3.0 is required for the sequence. The Graduate School requires a minimum cumulative GPA of 3.0.

2. *Core Examinations*

All PhD students are required to pass core examinations in microeconomics and macroeconomics before the beginning of their third year in the program. The core examinations cover basic economic theory at the level of the core courses. Students are not expected to have taken any course work in economic theory beyond the core courses, but they *are* expected to have done reading and other work to extend, integrate, and consolidate their understanding of materials presented in the core courses.

The core examinations are given twice a year, in September prior to the beginning of autumn quarter and in the spring during the week prior to the beginning of spring quarter. The exact dates of the examinations will be announced during the preceding quarter. *All PhD students are required to take both core examinations in September before the beginning of their second year in the graduate program.* Students who do not pass a core examination must retake it in the spring of their second year in the program. A student may retake each core examination one time. If a student neglects to take a core examination when required, then that automatically results in a failure and counts as one of the two permitted attempts at taking that examination. Failure to pass a core exam at the second attempt will result in removal from the PhD program.

B. Elective Courses

In addition to the core courses, PhD students must take at least eight elective courses in economics at the 500 level. These courses must be taken for a numeric grade, not on a credit/no credit or S/NS basis. A grade of at least 3.0 is required in each course. At least one of the courses must be in advanced microeconomics or advanced macroeconomics. (Students may use this advanced micro or macro course to fulfill a field of specialization requirement as well; see the Appendix for details.) In choosing elective courses, students should take account of the need to satisfy the field requirements described below. Students are strongly urged to take some or all of the advanced econometrics sequence: ECON 583, 584, 585, 586, 587 and 589, because a large majority of PhD dissertations rely on econometric methods. Two of the eight elective courses may be chosen from graduate level courses offered by other UW departments, provided that the Graduate Program Director pre-approves them as relevant to the student's program. The following courses cannot be used to satisfy this elective course requirement: ECON 537 and ECON 538.

C. Fields of Specialization

PhD students must satisfy the requirements for two fields of specialization. The field requirements can be satisfied either by passing two field examinations, or by passing one field examination and receiving an average grade of at least 3.80 in the courses corresponding to a second field (if more than two courses are taken in a specific field that requires only two, the two highest grades will be used to determine if the student may grade out of the field exam; *please also note in the appendix the different requirements for completion of the finance field*). The eligible fields and the courses corresponding to each are listed in the Appendix. Note that field courses may have prerequisites. Students should consult the relevant faculty members for additional information concerning field requirements. Field exams are typically offered only in September, but they will be offered in January too if needed. Students should be aware that maintaining satisfactory progress requires passing the field exam(s) in September at the end of their second year (see p. 6 below). Students may not register for a field exam unless they have completed ALL of the courses required for that field of specialization listed in the appendix by August 1 before the September exam or by December 1 before the January exam (which means that I or X grades must also be resolved by this date). Students must pass the core examinations before taking any field examinations. It is the student's responsibility to sign up for the field examinations with the Graduate Program Manager. A student may retake a field examination or a field course one time. If a student does not pass after attempting two different fields, s/he must petition to the Graduate Committee to attempt the exam for a third field.

D. Seminar Attendance

Brown bags and seminars are an important part of the training for a PhD. As a minimum requirement, *PhD students beyond the second year must attend at least four departmental seminar presentations and two brown bags during each quarter* in which they are registered. When attending seminars, students must write their name on a sign-up sheet which is circulated at each presentation. At the end of each quarter, each student's attendance record will be reported to his/her interim adviser or dissertation chair. Please be aware attending and presenting are two different things.

E. Interim Adviser

Students who have finished their coursework but have not yet formed a Doctoral Supervisory Committee are required to have an interim adviser and to take ECON 600 on a credit/no credit basis during each quarter in which they are registered. The interim adviser is a member of the Economics

faculty who provides advice on selecting a dissertation topic and conducting research. Satisfactory interim adviser reports and credit in ECON 600 are required. It is the student's responsibility to email a report of their progress during the quarter to their interim adviser by the last day of the quarter. By forwarding the report to the Graduate Program Manager, the interim adviser gives approval of the report.

Students will make a short presentation of their progress to a selected group of faculty members and fellow students at the beginning of their 4th year.

F. *Doctoral Supervisory Committee and the General and Final Examinations*

The final requirements for the PhD are related to the doctoral dissertation. At this stage the student establishes a Doctoral Supervisory Committee to supervise the dissertation work, takes a General Examination, completes the doctoral dissertation, and then takes a Final Examination. The Graduate School's requirements are given in the General Catalog or on the web at <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/>. See the Graduate Program Manager if you have any questions about these requirements.

1. *Doctoral Supervisory Committee*

After a student has completed all required coursework, passed the core examinations, satisfied the field requirements, and has developed a dissertation topic, a Doctoral Supervisory Committee is appointed. The Supervisory Committee should consist of four to six members. The Chairperson of the Committee must be a regular faculty member of the Economics Department. At least half of the Committee must be faculty members of the Economics Department and either all or all but one of the Committee members must be active or emeritus members of the University of Washington Graduate Faculty. The Committee may include one member who is not on the Graduate Faculty but he or she may not serve as the chairperson. Exceptions to these rules must be approved by the Graduate Committee.

A student registers for ECON 800 after the Doctoral Supervisory Committee has been established. *A student must register for a minimum of 27 credits of ECON 800 over a period of at least three quarters.* No more than ten credits of ECON 800 may be taken per quarter. The student must meet with the Chairperson of his or her Committee on a regular basis.

A student must consult with the Graduate Program Manager to make a change in the Supervisory Committee after it has been established. The student must submit the supervisory committee change request form which can be found on the program website. It will be necessary for the student to explain in writing (1) the reasons for the requested change and, if applicable, (2) the reasons why the requested change is taking place close to the general or final examination. The requested change must be approved by the Chairperson of the Supervisory Committee, the member(s) removed from the committee, the member(s) added to the committee, the Graduate Program Manager, and the Graduate School.

2. *General Examination*

The General Examination is an oral defense of the dissertation proposal. The General Exam is scheduled online through the Graduate School's website: <http://grad.uw.edu/for-students-and-post-docs/mygrad-program/>. The student must have received verbal approval of the exam date and time from the committee chair before scheduling the exam. A student must submit a draft copy of his or her General Examination paper to each member of the Supervisory Committee and one copy of the paper to the Graduate Program Manager *at least three weeks before the examination*. General Exams are

public so time and location will be shared with faculty and students. One week before each exam full papers will be made available. General Exam papers will be available on the faculty intranet and a hard copy will be placed in the main office. After passing the Examination the student is advanced to candidacy for the PhD. *The General Examination should be passed no later than the end of the fourth year in the program.*

3. Final Examination

The Final Examination is an oral defense of the completed dissertation. *A student cannot take the Final Examination during the same quarter that he or she passes the General Examination.* Before the final exam can be scheduled, a Doctoral Reading Committee needs to be established. Students need to receive emailed approvals from the supervisory committee members who will also be on their Reading Committee and will need to send these approvals to the Graduate Program Manager. The Reading Committee consists of three members of the Supervisory Committee, usually the chairperson and two other members. *Two of the three members of the Reading Committee must be faculty members of the Economics Department.* The Final Exam is scheduled online through the Graduate School's website: <http://grad.uw.edu/for-students-and-post-docs/mygrad-program/>. The student must have received verbal approval of the exam date and time from the committee chair before scheduling the exam. A student must submit a draft copy of his or her dissertation to each member of the Supervisory Committee and one copy of the dissertation to the Graduate Program Manager *at least three weeks before the examination.* Final Exams are public so time and location will be shared with faculty and students. One week before each exam full papers will be made available. Final Exam papers will be attached to the announcement email (link to pdf file) and a hard copy also placed in office. The Final Examination must be passed within two years of passing the General Examination.

G. Registration/Enrollment

To maintain graduate status, a student must be enrolled on a full-time, part-time, or on-leave basis from the time of first enrollment in the graduate program until completion of all requirements for the graduate degree. Official leave from UW is on a quarter-by-quarter basis. Typically, we will require a faculty sponsor before approving additional leave after the first quarter is granted.

Students with a teaching, research, or staff assistantship must be registered full-time for at least ten credits during each quarter of their appointment except for summer quarter (2 credits is considered full-time registration during summer quarter). ECON 600 (independent study) may be taken in addition to core or field courses to fulfill the ten-credit minimum.

International students on a visa must be registered for ten credits every quarter except summer quarter to maintain their full-time student status and to satisfy their visa requirements. ECON 600 (independent study) may be taken in addition to core or field courses to fulfill the ten-credit requirement.

Students who have finished their coursework but who have not yet formed a Supervisory Committee will register for ECON 600 (independent study). Once a student's Supervisory Committee has been formed, the student registers for ECON 800 (dissertation) instead of ECON 600.

International students taking ECON800 may be able to register for only 2 credits per quarter during the academic year and still be considered full-time for visa purposes. Please check in with the International Student Services Office for more details and to request approval. However, even if approval is given to register for fewer credits, *the requirement of at least 27 credits of ECON 800 still applies.*

U.S. citizens may register on a part-time basis (less than ten credits), unless the student is a teaching, research, or staff assistant or has a credit requirement from housing or some other financial aid award. See the Graduate Program Manager for entry codes for courses or for answers to questions.

H. Graduate School Requirements

All University of Washington Graduate School requirements must be satisfied. (Refer to the General Catalog or to the web site www.grad.washington.edu.) *The Graduate School requires a cumulative GPA of at least 3.00.*

I. English as a Second Language Requirements

Students who are required to take English as a Second Language (ESL) courses must take them during their first year and receive credit in each ESL course.

J. Satisfactory Progress Toward the PhD Degree

The PhD program is designed so that students can complete the requirements for the PhD degree in four years. Satisfactory progress in the PhD program is defined in the following table.

Satisfactory Progress Timeline

First Year: Complete the core course requirement and pass the microeconomics and macroeconomics core examinations during September before the start of autumn quarter of the second year.

Second Year: Complete the elective course requirement and satisfy the requirements for two fields of specialization before the start of autumn quarter of the third year.

Third Year: Attend at least four departmental seminar and two brown bags presentations each quarter, obtain satisfactory interim adviser reports each quarter until the dissertation supervisory committee is formed, select a dissertation topic. The requirements for satisfactory progress are determined by the chairperson of the doctoral supervisory committee once the committee has been established. A presentation of research progress is made to a select group of faculty/students at the very start of the 4th year.

Fourth Year: Attend at least four departmental seminar and two brown bags presentations each quarter and comply with the requirements for satisfactory progress as determined by the chairperson of the doctoral supervisory committee. Establish the Supervisory Committee by the end of January of the 4th year.

Please note that all students must satisfy the spoken English conditions of Graduate School Memo 15 before they can receive a teaching assistant position.

In the case of exceptional circumstances, students may petition the Graduate Program Director to request the extension of a satisfactory progress deadline.

K. Minimally Acceptable Progress Toward the PhD Degree

The following table gives the minimally acceptable rate of progress through the PhD program. Most students satisfy the requirements well before the indicated deadline.

Minimally Acceptable Progress Deadlines

Requirement	Deadline
Complete the core course requirement and pass the microeconomics and macroeconomics core examinations	by the end of spring quarter of the second year.
Attend four departmental seminars and two brown bags each quarter	starting in the third year and continuing until the PhD is received.
Satisfy the requirements for two fields of specialization	by the end of spring quarter of the third year.
Complete the elective courses requirement	by the end of autumn quarter of the third year.
Submit a satisfactory interim adviser report each quarter	starting in the quarter after coursework is completed and continuing until the doctoral supervisory committee is formed.
Present research to faculty/student	at the very start of the fourth year
Establish a doctoral supervisory committee	by the 1 st of May of the fourth year.
Pass the General Examination	by the end of October of the fifth year.
Pass the Final Examination	by the end of summer quarter of the sixth year.

In the case of exceptional circumstances, the student may petition the Graduate Program Director to request the extension of a minimally acceptable progress deadline.

All students are required to satisfy both the Graduate School requirements and these minimally acceptable progress deadlines. If one of the requirements for the PhD is not satisfied by the time shown, the student may be placed on academic probation. If the requirement is not satisfied by the following quarter, the student may be placed on final probation. Failure to satisfy the requirement within two quarters of the deadline may result in dismissal from the program. Thus, a student may be on probation if he or she is one quarter late in satisfying one of the requirements, may be on final probation if he or she is two quarters late, and may be dismissed from the program if he or she is more than two quarters late in satisfying one of the requirements. The Chairperson of a student's Supervisory Committee may request a waiver from these requirements on a quarter-by-quarter basis.

NOTE – this timeline and probationary process does not supersede the rules in section II.A.1. Therefore, a student who fails a core course twice will be removed from the program immediately, regardless of whether or not the timeline requirements have been exceeded.

Note that the Graduate School requires a cumulative GPA of at least 3.00.

II. Financial Assistance

Students admitted to the program with departmental financial aid are guaranteed funding for a duration outlined in the admission package. This funding is contingent on satisfying all of the Graduate School requirements, making satisfactory progress in the program (see Part II.J above), and receiving good teaching evaluations (see Part III.A below).

Students admitted without initial funding are not guaranteed funding, although the Department will make every effort to provide ongoing financial support. These students are also expected to satisfy the Graduate School requirements, make satisfactory progress in the program, and receive good teaching evaluations from your students and faculty supervisors.

On-leave status automatically interrupts any funding that has been awarded, and there is no guarantee that it will be available upon return. Students who hold fellowships, grants, stipends, or other forms of funding at a monetary level comparable to the level of support provided by the Department will not generally receive teaching assistantships.

A. *Teaching Assistantships*

Teaching assistantships for continuing graduate students are awarded on the basis of performance in the doctoral program, teaching effectiveness as evidenced by course evaluations, the evaluations given by their faculty supervisor, and the availability of teaching positions. Completion of ECON 602 is necessary (but not sufficient) for a teaching assignment. Since ECON 602 is offered only in autumn quarter, students interested in teaching are encouraged to take the course in the autumn quarter of their first year. The Department usually has a small number of teaching assistantships for summer quarter. These assignments are highly competitive and are awarded to graduate students who have performed very well in the program and who are exceptionally capable teachers. Students are not allowed to teach independent sections until they have been a teaching assistant for at least two 200 level courses with satisfactory course evaluations and satisfactory faculty evaluations. All teaching assistants are required to administer teaching evaluations each quarter that they teach and to specify that a copy of the results be provided to the Chair of the Department. Students also participate in evaluations performed by the Professor or lead TA supervising the course. The Department expects teaching assistants to have good evaluations: the adjusted median of items 1-4 on the evaluation form should be 3.00 or better. The Department will issue a warning for one evaluation below that level, and additional evaluations below that level jeopardize any guarantee of future funding. If a TA accepts an offer, then later backs out of their teaching position, they will be permanently moved down 1 slot in the TA rankings. Please see appendix for TA expectations.

Non-native English-speaking Students: *Prior* to receiving a teaching assistantship, students **must** satisfy the conditions listed in Graduate School Memo 15: <http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-15-conditions-of-appointment-for-tas-who-are-not-native-speakers-of-english/>

B. *Research Assistantships*

Available research assistantships within the Department are posted on the web at <https://econ.washington.edu/academic-student-employees>.

C. *Dissertation Fellowships*

The Department funds a few dissertation fellowships each year which are awarded on a competitive basis. See the Graduate Program Counselor for information on how to apply.

D. *Other Funding Sources*

Partial funding - A limited number of partial fellowships (that provide a small stipend and a partial tuition waiver) are available each quarter for students not receiving any other tuition waivers and who would otherwise have to pay tuition for a full credit load. To apply, please contact the Graduate

Program Manager at least two weeks before the starting payroll date of the quarter for which the fellowship would be requested.

Paid Internship positions with local business and government agencies are available year-round. Although the Department occasionally receives and posts information about internships, students are responsible for researching, applying for, and securing internship appointments.

Paper grading assignments are posted on the web at <https://econ.washington.edu/academic-student-employees>.

Loan support and emergency loans are available in limited amounts through the Student Financial Aid Office, 105 Schmitz Hall, (206) 543-6101. The Department of Economics does not offer loan support.

III. The MA Program

A. Core Courses

The core courses required of all MA students are ECON 500, 501, and 508 (microeconomics); ECON 502, 503, and 509 (macroeconomics); and ECON 580, 581, and 582 (econometrics). MA students must obtain a grade 2.70 or better in each of these core courses. Core courses may be repeated only one time to bring up a deficient grade to the required level; failure to pass a core course at the second attempt will result in removal from the MA program. The core course requirements must be satisfied within two years of entering the graduate program (see timeline on page 2).

B. Electives

In addition to the core courses, MA students must take at least seven elective courses in economics at the 500 level. These courses must be taken for a numeric grade, not on a credit/no credit or S/NS basis. At least two must be in the same field of specialization (see Appendix). The available fields of specialization and the courses corresponding to each are listed in the Appendix. Students must earn a grade of at least 2.70 in each of the elective courses. The coursework requirements must be completed by the end of autumn quarter of the third year (see timeline on page 2). Two of the seven elective courses may be chosen from graduate level courses offered by other UW departments, provided that the Graduate Program Manager pre-approves them as relevant to the student's program.

C. Internship

Each MA student must complete three credit hours of a supervised internship (ECON 601). The goal of this requirement is to ensure that MA students have some practical experience with empirical problems and analysis. The requirement can be satisfied by work in an approved internship program outside the University, by working as a research assistant for a faculty member, or by completing an independent research project under faculty supervision. It is the responsibility of the student to arrange an appropriate program, which must be pre-approved by the Graduate Program Director. In order to receive credit, the student must obtain a letter from the internship supervisor that briefly describes the work that will be performed, and this letter must be submitted to the Graduate Program Director for approval. After the internship is completed, the internship supervisor should send a second letter describing how the student performed during the internship and the quality of the work produced. This letter should be submitted to the Graduate Program Manager by the end of the quarter in which the internship is completed. Students may register for ECON 601 credits retroactively, *e.g.*, in the autumn quarter students may register for research performed during the preceding summer.

PhD students can satisfy the requirements for the MA degree by passing the microeconomics and macroeconomics core exams and completing eight elective courses and two fields of specialization; the internship requirement is waived in this case.

D. Graduate School Requirements

All University of Washington Graduate School requirements must be satisfied. (Refer to the General Catalog or www.grad.washington.edu .) *The Graduate School requires a cumulative GPA of at least 3.00.*

E. English as a Second Language Requirements

Students who are required to take English as a Second Language (ESL) courses must take them during their first year and receive credit in each ESL course.

F. Application for Master's Degree

Students who are completing the requirements for the MA degree apply for the degree on the Graduate School web site (<http://grad.uw.edu/for-students-and-post-docs/mygrad-program/>). Check that web site *early* in the quarter the degree is expected to determine the deadline for applying. Approved applications are good for one quarter only. Students must be registered during the quarter in which the degree is expected.

G. Progress Toward the Master's Degree

The MA program is designed to be completed in two years. In order to remain in the MA program a student must continue to make progress toward the degree. The following norms have been established as minimally acceptable progress (MAP):

Requirement	MAP Deadline
Pass all core courses	by the end of spring quarter of the second year
Pass all course requirements	by the end of autumn quarter of the third year.
Complete approved internship	by the end of the third year.

Most students satisfy these requirements well before the indicated deadline. If a student fails to satisfy one of the timeline requirements for the MA by the MAP deadline, then the student may be placed on academic probation in that quarter. If the requirement is not satisfied by the following quarter, the student may be placed on final probation. Failure to satisfy the requirement within two quarters of the deadline may result in dismissal from the program.

NOTE – this timeline and probationary process does not supersede the rules in section I. A. Therefore, a student who fails a core course twice will be removed from the program immediately, regardless of whether or not the timeline requirements have been exceeded.

Appendix

Course Requirements for Fields of Specialization

This list includes only the primary courses for each field. Some of these courses have prerequisites and there may be other related courses that are recommended as part of the graduate program. Before enrolling in field courses, students should consult with the faculty members responsible for the fields that they plan to pursue. Some fields may not be offered every year.

*Past field exams are not given out for review.

Fields	Course Requirements
Advanced microeconomics	Choose any two of the following to be tested on: ECON 511 Advanced Microeconomic Theory: Selected Topics ECON 516 Introduction to Noncooperative Game Theory ECON 518 Contract Theory * ECON 515 may be offered irregularly as part of the field
Advanced macroeconomics	Choose any two of the following to be tested on: ECON 527 Empirics and Theory in Macroeconomics ECON 572 International Financial and Monetary Economics ECON 592 Development Policy ECON 594 Economic Growth * ECON 512 may be offered irregularly as part of the field
Econometrics	ECON 583 Econometric Theory I <u>AND</u> any one of ECON 584 Econometric Theory II ECON 585 Econometric Theory III ECON 586 Advanced Applied Time Series Analysis ECON 587 Applied Microeconometrics ECON 589 Financial Econometrics
Development	Choose any two of the following to be tested on: ECON 590 Introduction to Development Economics ECON 591 Topics in Development Economics 1 ECON 593 Topics in Development Economics 2
Finance †	Complete any two of the following: FIN 580 Financial Economic FIN 585 Empirical Methods in Finance FIN 590 Capital Market Theory FIN 591 Corporate Finance FIN 592 Financial Markets and Economic Development
Industrial Organization	Tested on both of the following: ECON 525 Computational Methods for Structural Economic Analyses ECON 532 Empirical Industrial Organization I ECON 534 Empirical Industrial Organization

† The finance field can be fulfilled by completing any two of the listed courses with an average GPA of at least 3.8. Students wishing to complete the field using any alternative courses must first have their course plan approved in writing by Eric Zivot.

General Guidelines for being a TA for Econ 200 and 201

These guidelines are based on documents that have been circulated between instructors and TAs in the Department of Economics for many years. By collecting them in one document, we hope to create a common set of expectations for all TAs working for instructors in the Department of Economics, especially teaching Econ 200 and 201. You should expect that the course instructor you work with will have additional instructions that meet the needs of their course and teaching needs.

The two most important expectations are that you attend meetings and communicate regularly:

1. **Meetings:** You should plan to meet with the course instructor and all other TAs for 30 minutes every week for the duration of the quarter. These meetings are required and necessary for consistency in teachings.
2. **Communication:** Please make yourself regularly available for communication with your course instructor and other TAs during work hours. This may be via email, MS Teams, or another form of communication that meets federal student privacy requirements. Please do not discuss the course or students in non-approved apps.

The other expectations fall under three areas of responsibility: Your students, your peers, and the instructor.

1. Your students

- Be professional when interacting with students. Be in your quiz sections on time, be prepared, conduct your quiz sections well and hold 2 hours of office hours (in two different days of the week—not consecutive). Planning office hours near homework due dates and quiz and exam dates is useful.
- Be clear. Keep up with class readings and lecture notes before quiz section so that you can follow the instructors lead in problem solving. If there is material or an example that you do not understand, please check with the instructor before presenting it to your students.
- Communicate. You can send Canvas messages to your entire section at once or set up an email list for your section. Do this by going to MyUW and find your course/quiz section there and “request a class email list”. The email list will be ready in 24 hours and it will automatically add in students that add your section. Do not communicate about grades over email (Canvas message is ok).
- Be consistent. We need to be consistent in the grading of the exams and papers, not just within your sections but across the entire class and in all sections. Communication with the instructor, and especially the other TAs, will be key here.

2. Your peers

- Work together. It will make your jobs easier if you can consult with each other about section content and grading. Hold these conversations in an instructor-approved medium so that everyone can benefit.
- Support each other. If you need to miss section due to illness or other unavoidable absence, ask another TA to fill in for you. Try to return the favor.

3. Instructor

- Check your messages regularly for instructions from the course instructor.
- Attend all TA meetings. You should plan for weekly meetings that last approximately 30 minutes.
- Attend all exams. Please plan to be around at least ten minutes before and ten minutes after (as well as during) our exams. You should plan to stick around Seattle for at least five days after the final as well to complete your grading.
- Grade all assignments within one week. Check the class calendar and plan your time accordingly, including time spent on your own courses. Exams are particularly challenging to grade and we may need extra time to harmonize grades once your grades are submitted.
- Manage the students. With large lecture courses, you will need to take responsibility for managing student inquiries and requests. If students ask for exceptions to policy, please check with the instructor, but be prepared to take responsibility for managing and tracking the exception.
- Communicate policies and decisions. Please read the syllabus and ask questions of the instructor or other TAs if policies are not clear. Students tend to have a lot of the same questions, so be prepared to answer them frequently.
- You should plan to keep all student exams for one quarter after the class has finished, or through the end of Fall quarter in the case of a Spring course. Communicate with students who request to see their exam.