



*American University
of Central Asia*

International and Comparative Politics Department

Teaching Assistantship Program (TAP) Policy

Program Aim and Description

The ICP Teaching Assistantship Program (TAP) aims to provide experience and support to ICP students and alumni who intend to pursue an academic career in higher education. Open to junior and senior ICP students as well as alumni, the program tends to select interested candidates on a competitive basis and pair up with experienced full-time ICP faculty members teaching an introductory level course. The duration of teaching assistantship can be extended up to one academic year upon the request of the relevant faculty member.

TAs will be encouraged to assist in teaching the Introduction to Political Science course. However, given that some ICP students may have well-defined interests in the discipline, they may be allowed to choose between other 'Intro' level courses taught by full-time ICP faculty. This may be sorted out during the interview.

The program has an assigned coordinator, appointed from among the ICP faculty. Appointments must be based on yearly rotation. Responsibilities of the Program Coordinator are:

- Selecting TAs on a competitive basis;
 - This involves timely announcement of the program; shortlisting candidates based on their Resumes/CVs, Statements of Purpose, and Teaching Statement; interviewing shortlisted candidates with at least one more faculty member; seeking consensus among faculty members on appointable TAs; ensuring that TAs receive approval from their advisors.
- Assignment of the TAs to relevant faculty member (members, if the course is co-taught);
 - Coordinator ensures that assigned faculty is willing to work with a TA.
- Ensuring timely and sufficient training for the TA;
 - Training responsibilities negotiable between assigned faculty and the coordinator.
- Serve as first-point-of-contact for prospective TA candidates;
- Coordinate disputes between TA and assigned faculty;
- Inform TAs about their duties and responsibilities in a timely manner.

ICP-TAP may count towards required internship credits hours in the ICP curriculum. Candidates that teach for an entire academic year may seek permission from the Internship Course coordinator and ICP-TAP Coordinator to cover both Internship I and II courses. This is intended to benefit students that aim to matriculate into graduate programs and progress as future academics, scholars, and teachers.

Selection Process

Candidates must be selected based on the following steps:

- Shortlisting based on Resume/CV, Statement of Purpose, Teaching Statement, and communication skills;
- Interview with active attendance by at least another ICP faculty member;
- Consensus between ICP faculty on the suggested candidates for final appointment (Faculty consent based on their own knowledge and assessment of the candidates as students);
- Advisor's approval (Students must discuss their appointment with their advisor, and Thesis Advisor if applicable. Advisors must ensure that appointment as TA will not hinder students' performance).

TA's Duties and Responsibilities

- Assist in course and assessment administration;
- Assist in course development;
- Teach 3 seminars: 1 seminar co-taught with faculty, 1 seminar observed by faculty, 1 seminar without faculty;
- Assess relevant written work (subject to approval by assigned faculty and agreement that relevant faculty will moderate the grades);
- Students intending to count the TAP towards internship credits must write a report on teaching assistantship experience and submit to ICP-TAP Program Coordinator and Internship Program Coordinator.

Assigned Faculty's Duties and Responsibilities

- Provide sufficient training in teaching in higher education, including pedagogical methods in delivering course materials in seminars, transmitting knowledge, and developing an understanding of the course materials;
- If applicable, provide sufficient training in assessing written material submitted by students;
- If TAs are to assess and grade written work, moderate the assessment (see **Moderation Policy** below);
- Allow TA to observe lectures;
- Allow TA to participate in 3 seminars;
 - Co-develop, co-organize, and co-teach one seminar with the TA.
 - Observe one seminar developed, organized, and taught independently by the TA.
 - Allow TA to develop, organize, and teach one seminar entirely on his/her own (i.e. not attend the seminar).
- Provide written feedback to the TA based on the observation of one seminar taught by the TA;
- Discuss the feedback with the TA.

Program Requirements

- ICP students in their 3rd or 4th year of studies or recent alumni;
- GPA above 3.0;
- Proven record of excellence in written and oral communication in English. Interested candidates must submit a Resume or CV, Statement of Purpose, and Teaching Statement to the ICP-TAP program coordinator.

Moderation Policy

Moderators (i.e. assigned faculty) will fulfill the role of second assessor. Moderators are recommended to moderate all written work assigned A and F grades: 10% of the B category, 10% of the C category, and 10% of the D category.

When changing the grade, moderators may only change the grades of the category, not individual grades or all grades. For instance, if the moderator judges that the sample taken from B category is too generous by 7 points, the moderator may deduct 7 points from all B grades only.