APPENDIX “C”  
DESCRIPTION OF DUTIES FORM

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Term: Fall 2016  
Supervisor: Joseph O’Connor  
ASE: Teaching Assistant  
Course #: CHEM 140A  
Course Title: Organic Chemistry I  
Location: Please refer to schedule of classes.  
Day/Time: Please refer to schedule of classes.  
https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudentResult.htm

The job duties designated below are required of the Academic Student Employee.

Please check the appropriate items and describe, as applicable:

_x_ Attend lectures  
_____ Present _____ lectures  
_x_ Instruction of _up to 3_ sections/labs per week  
_x_ Preparation  
_x_ Hold _up to 2_ office hours per week  
_x_ Supervision/ASE(s) meeting _up to 1-3_ hours per week  
_x_ Read and evaluate _varies_ papers per student  
_x_ Proctor _varies_ examinations  
_____ Prepare drafts of narrative of evaluations and make grade recommendations as appropriate for students in TA section/lab (Santa Cruz only)  
_x_ Perform individual and/or group tutoring  
_x_ Class/faculty visits  
_x_ Maintain/submit student records (e.g. grades)  
_x_ Perform other tasks as assigned. Grade exams and/or homework (if applicable); monitor for and report violations of academic integrity; may help maintain course website (e.g. TritonED); may lead review sessions.

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter (340 hours per semester) or a workload of over 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter or 77 hours per semester.

In addition, a Teaching Assistant with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day.

This check sheet is designed to be distributed to all ASEs except those who are designated as the Instructor of Record for the course.