APPENDIX “C”
DESCRIPTION OF DUTIES FORM

Term: Fall 2016
Supervisor: Robert Ternansky  ASE: Teaching Assistant
Course #: CHEM 143C  Course Title: Organic Chemistry Laboratory
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
____ _____ 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 lab reports; create solution keys for exam and lab reports; help maintain class website (e.g. TritonED); monitor for and report violations of academic integrity; maintain a safe laboratory environment.
- clean chalkboards before/after each lecture
- grade three exams
- handle re-grade requests
- monitor online discussion board
- proof AS lecture notes (if offered)

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.