APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Fall 2016
Supervisor: John Crowell
Course #: CHEM 6A
Location: Please refer to schedule of classes.

ASE: Teaching Assistant
Course Title: General Chemistry I
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
___ _ Maintain/submit student records (e.g. grades)
_ x _ Perform other tasks as assigned, including:
      • Grade exams and/or homework (if applicable); monitor for and report
        violations of academic integrity; pre-bundle exam packets consisting of exam,
        scantron, and equation sheet; 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.