APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Fall 2016
Supervisor: Thomas Bussey  
ASE: Teaching Assistant
Course #: CHEM 6B  
Course Title: General Chemistry II
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 including:
  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.