APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Fall 2016
Supervisor: Thomas Bussey
ASE: Teaching Assistant
Course #: CHEM 6C
Course Title: General Chemistry III
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 ______ sections/labs per week
__  __  __  Preparation
__  __  Hold _____ office hours per week
__  __  Supervision/ASE(s) meeting _____ hours per week
__  __  Read and evaluate ______ papers per student
__  __  Proctor ______ examinations
________  Prepare drafts of narrative of evaluations and make grade recommendations as
appropriate for students in TA section/lab (Santa Cruz only)
__  __  Perform individual and/or group tutoring
__  __  Class/faculty visits
__  __  Maintain/submit student records (e.g. grades)
__  __  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.