APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Fall 2016
Supervisor: Judy Kim
ASE: Teaching Assistant
Course #: CHEM 7L
Course Title: General 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:

___ Attend lectures
___ Present _____ lectures
___ Instruction of _____ up to 3 _____ sections/labs per week
___ Preparation
___ Hold _____ up to 2 _____ office hours per week
___ Supervision/ASE(s) meeting _____ up to 3 _____ hours per week
___ Read and evaluate _____ up to 7 _____ papers per student
___ Proctor _____ up to 2 _____ 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. 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.

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.