APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Winter 2017
Supervisor: Wei Xiong    ASE: Teaching Assistant
Course #: CHEM 126    Course Title: Quantum Mechanics
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 _all_ 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/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.