APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Winter 2017
Supervisor: Kim Albizati
ASE: Teaching Assistant
Course #: CHEM 140B
Course Title: Organic 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 ______ 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.