APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Winter 2017
Supervisor: Sandrine Berniolles        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:

  ___  Attend lectures
  ___  Present ___ lectures
  ___  Instruction of up to 3 sections/labs per week
  x    Preparation
  ___  Hold ___ up to 2 office hours per week
  ___  Supervision/ASE(s) meeting up to 1-3 hours per week
  ___  Read and evaluate ___ (varies) papers per student
  ___  Proctor ___ all 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
  x    Class/faculty visits
  ___  Maintain/submit student records (e.g. grades)
  ___  Perform other tasks as assigned. Proctor/grade exams and/or homework (if applicable); write and evaluate quizzes as requested; 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.