APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Winter 2017
Supervisor: Tin Yiu Lam 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
____ 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 (varies) 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:
- Write quizzes (questions and grading keys).
- Prepare and/or present material for examination review sessions.
- Proctor/grade exams and/or homework (if applicable); monitor for and report violations of academic integrity; may help maintain course website (e.g. TritonED).

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.