APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Winter 2017
Supervisor: Stacey Brydges
ASE: Teaching Assistant
Course #: CHEM 6C
Course Title: General Chemistry III
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 ___ 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:

          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.