APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Fall 2017
Supervisor: Jerry Yang
ASE: Teaching Assistant
Course #: CHEM 40A
Course Title: Organic Chemistry I
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
____ Proctor __ (varies) __ 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.