APPENDIX “C”
DESCRIPTION OF DUTIES FORM

DESCRIPTION OF DUTIES

Term: Fall 2017
Supervisor: Theodorakis, Emmanouil       ASE: Teaching Assistant
Course #: CHEM 40B       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
_____ 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. Please list: Grade exams and/or homework (if applicable); monitor for and report violations of academic integrity; may help maintain course website (e.g. TritonED); organize 3 reviews to prepare the students for the midterms and the final.

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.