APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Fall 2017
Supervisor: John Crowell  ASE: Teaching Assistant
Course #: CHEM 6A  Course Title: General 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, including:
   • Grade exams and/or homework (if applicable); monitor for and report violations of academic integrity; pre-bundle exam packets consisting of exam, scantron, and equation sheet; 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.