APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Fall 2017
Supervisor: Judy Kim
Course #: CHEM 7L
ASE: Teaching Assistant
Course Title: General Chemistry Laboratory
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 3 hours per week
_x_ Read and evaluate up to 7 papers per student
_x_ Proctor up to 2 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 lab reports; create solution keys for exam and lab reports; help maintain class website (e.g. TritonED); monitor for and report violations of academic integrity; maintain a safe laboratory environment.

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.