APPENDIX "C"
DESCRIPTION OF DUTIES FORM

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Term: Winter 2017

Supervisor: Carl Hoeger   ASE: Teaching Assistant

Course #: CHEM 12   Course Title: Molecules and Reactions

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
__x__	Proctor __all__ 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; 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.