APPENDIX "C"
DESCRIPTION OF DUTIES FORM

DESCRIPTION OF DUTIES

Term:	Fall 2017		
Supervisor:	Jeremy Klosterman	ASE:	Teaching Assistant
Course #:	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:

- ☒ Attend lectures
- ☐ Present lectures
- ☒ Instruction of up to 3 sections/labs per week
- ☒ Preparation
- ☒ Hold up to 2 office hours per week
- ☒ Supervision/ASE(s) meeting up to 1-3 hours per week
- ☒ 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)
- ☒ Perform individual and/or group tutoring
- ☒ Class/faculty visits
- ☒ Maintain/submit student records (e.g. grades)
- ☒ Perform other tasks as assigned. Please list: Grade exams; may help maintain course website (e.g. TritonED); monitor for and report violations of academic integrity.

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.