

APPENDIX "C"

DESCRIPTION OF DUTIES FORM

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Term: Fall 2017
Supervisor: Robert Ternansky ASE: Teaching Assistant
Course #: CHEM 43A Course Title: Organic Chemistry Lab
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 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; clean chalkboards before/after each lecture; grade three exams; handle re-grade requests; monitor online discussion board.

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.