APPENDIX “C”
DESCRIPTION OF DUTIES FORM
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Term: Winter 2018
Supervisor: Robert Pomeroy          ASE: Teaching Assistant
Course #: CHEM 100B                Course Title: Instrumental 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:

___ x ___ Attend lectures
_____ Present _____ lectures
___ x ___ Instruction of __two 3 hour lab__ sections per week
___ x ___ Preparation of solutions and maintaining a clean work environment
___ x ___ Hold __ up to 2 __ office hours per week
___ x ___ Supervision/ASE(s) meeting ___ up to 1 to 2 ___ hours per week
___ x ___ Read and evaluate ___5__ papers per student. Each paper 5 to 7 pages in length
___ 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. Grade lab reports; help maintain class website (e.g.
       TritonED); monitor for and report violations of academic integrity; maintain a safe
       laboratory environment.
___ x ___ The ASE will need to learn how to operate a variety of instrumentation with differing
       operating systems and file formats. This includes HPLC, IC, GC/MS, HSGC, FTIR,
       UV/Vis, Fluorescence, auto-titrator (aqueous and non-aqueous) and KF titration.

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.