APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Winter 2018
Supervisor: Guy Bertrand
ASE: Teaching Assistant
Course #: CHEM 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
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
____ 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. 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.