APPENDIX “C”  
DESCRIPTION OF DUTIES FORM

Term: Winter 2018  
Supervisor: Robert Ternansky  
ASE: Teaching Assistant  
Course #: CHEM 40B  
Course Title: Organic Chemistry II  
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 3 ____ office hours per week
____  Supervision/ASE(s) meeting _____ up to 1-3 ____ hours per week
____  Read and evaluate ______ (varies) ______ papers per student
____  Proctor _____ all ____ 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.

- clean chalkboards before/after each lecture
- grade three exams
- handle re-grade requests
- monitor online discussion board
- post “reactions of the day” before each lecture
- proof AS lecture notes (if offered)
- present exam review prior to each of 3 exams
- take and proof each of 3 exams

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.