APPENDIX “C”
DESCRIPTION OF DUTIES FORM

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Term: Winter 2018
Supervisor: John Crowell  ASE: Teaching Assistant
Course #: CHEM 6B  Course Title: General 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:

_x_ 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
_x_ 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, including:
  Grade exams and/or homework (if applicable); monitor for and report violations of academic integrity; pre-bundle exam packets consisting of exam, scantron, and equation sheet; 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.