APPENDIX “C”
DESCRIPTION OF DUTIES FORM

DESCRIPTION OF DUTIES

Term: Winter 2018
Supervisor: Andrew Kummel  ASE: Teaching Assistant
Course #: CHEM 6B  Course Title: Honors 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.

- [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 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
- [ ] Class/faculty visits
- [x] Maintain/submit student records (e.g. grades)
- [x] Perform 6-7 lab demonstrations
- [x] Arrive to class five minutes early to distribute materials
  Lead 1-2 aspects of the classroom experience (ex: schedule demos, run iClicker
  program, Sapling program, answer keys on TED, etc.)
- [ ] Perform other tasks as assigned. Proctor/grade exams and homework; create solution
  keys for exams and homework; help maintain class website (e.g. TritonED); possibly
  lead review sessions; monitor for and report violations of academic integrity.

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.