ACADEMIC STUDENT EMPLOYMENT (ASE) RESPONSIBILITIES - Description of Duties

Quarter: Fall 2017  Course #: Chem 124/224  Course Title: Org Spect Analys

Supervisor: Thomas Pettus  ASE: Various

The job duties designated below are required of the Academic Student Employee. Please check the appropriate items and describe as applicable.

- Attend TA Training
- Attend lectures
- Present lectures (as assigned by faculty supervisor)
- Instruction of section/labs per week
- Hold office hours/week
- Meet with supervisor hours/week
- Prepare/Update course materials
- Course Preparation
- Develop/Update course website
- Read/Evaluate large papers per student
- Grade weekly assignments
  - Grade All midterms  All Prob. Sets  All final exam
  - Proctor All examinations
- Conduct review sessions (prior to exams)
- Perform individual and/or group tutoring
- Arrange/attend labs/field trips/screenings/performances
- Maintain/submit student records, e.g. grades
- Prepare copies (or printing orders) of coursework
- Enforce lab safety regulations: safety glasses and closed-toe shoes, lab coat or long-sleeved shirts that cover midsection and long pants/shorts must be worn at all times.
- Assist with course administration (describe):
- TA substitutes must be approved before start of class by the instructor in charge of the course.
- Other tasks as assigned:

A TA with a 50% appointment will not be assigned a workload of more than 220 hours per quarter 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. This standard will apply proportionately to other percent appointments. In addition, a TA with a 50% appointment or less will not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day. SUMMER SESSION WORKLOAD: A TA with a 50% appointment during any summer session, regardless of session length, will not be assigned a workload that exceeds 120 hours or will not be assigned to work more than 8 hours in any one day. This standard will apply proportionately to other percent appointments. This provision does not apply to ASEs who are the Instructor of Record. This check sheet is designed to be distributed to all ASEs except those who are designated as the Instructor of Record for the course.