ACADEMIC STUDENT EMPLOYMENT (ASE) RESPONSIBILITIES
Description of Duties

Quarter: Fall 2017  Course #: CHEM 150  Course Title: Analytical Chem

Supervisor: Steven Buratto  ASE: Various

The job duties designated below are required of each TA or Reader (Academic Student Employee). The checked items are applicable to your responsibilities.

__________ Attend TA Training  X Attend lectures
__________ Present lectures
__________ Instruction of section/labs per week
  X  Hold 2 office hours/week
__________ Meet with supervisor ________ hours/week
  X  Prepare/Update course materials
  X  Course Preparation
__________ Develop/Update course website
__________ Read/Evaluate _________ papers per student
  X  Grade weekly assignments
  X  Grade 2 midterms ________ quizzes 1 final exam
  X  Proctor ______ examinations
  X  Perform individual and/or group tutoring
  X  Conduct review sessions
__________ 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 goggles/glasses must be worn at all times in the lab) and adhere to dress code (closed-toed shoes, and/or lab coat, shirts that cover midsection and pants/long shorts).
__________ Assist with course administration (describe):
__________ Other tasks as assigned:

A teaching assistant with a 50% appointment shall 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 shall apply proportionately to other percent appointments. In addition, a TA 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. SUMMER SESSION WORKLOAD: A TA with a 50% appointment during any summer session, regardless of session length, shall 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 shall 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.