

## 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              X     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

    X     Grade     All     midterms     All     Prob. Sets     All     final exam

    X     Proctor     All     examinations

         Perform individual and/or group tutoring              X     Conduct review sessions (prior to exams)

         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.