

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 Attend lectures

Present lectures

Instruction of section/labs per week

Hold 2 office hours/week

Meet with supervisor hours/week

Prepare/Update course materials

Course Preparation

Develop/Update course website

Read/Evaluate papers per student

Grade weekly assignments

Grade 2 midterms quizzes 1 final exam

Proctor 3 examinations

Perform individual and/or group tutoring

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.