

## ACADEMIC STUDENT EMPLOYMENT (ASE) RESPONSIBILITIES

### Description of Duties

Quarter: Fall 2017 Course #: CHEM 113A Course Title: Physical Chemistry

Supervisor: Horia Metiu 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.

<input checked="" type="checkbox"/>	Attend TA Training	<input checked="" type="checkbox"/>	Attend lectures
<input type="checkbox"/>	Present _____ lectures		
<input type="checkbox"/>	Instruction of _____ section/labs per week		
<input checked="" type="checkbox"/>	Hold _____ office hours/week	<u>2</u>	
<input checked="" type="checkbox"/>	Meet with supervisor _____ hours/week	<u>1</u>	
<input checked="" type="checkbox"/>	Prepare/Update course materials (solutions to homework and exams)		
<input type="checkbox"/>	Course Preparation		
<input type="checkbox"/>	Develop/Update course website		
<input type="checkbox"/>	Read/Evaluate _____ papers per student		
<input checked="" type="checkbox"/>	Grade weekly assignments		
<input checked="" type="checkbox"/>	Grade _____ midterms _____ quizzes _____ final exam	<u>1</u>	<u>1</u>
<input checked="" type="checkbox"/>	Proctor _____ examinations	<u>2</u>	
<input type="checkbox"/>	Perform individual and/or group tutoring		
<input type="checkbox"/>	Conduct review sessions		
<input type="checkbox"/>	Arrange/attend labs/field trips/screenings/performances		
<input checked="" type="checkbox"/>	Maintain/submit student records, e.g., grades		
<input type="checkbox"/>	Prepare copies or printing orders of coursework		
<input type="checkbox"/>	<b>N/A</b> Enforce lab safety regulations: Safety glasses must be worn by all students in the laboratory at all times. Long hair must be pulled back. Lab coats, long pants, and closed shoes are required (no sandals allowed).		
<input type="checkbox"/>	Assist with course administration (describe):		
<input type="checkbox"/>	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.