

ACADEMIC STUDENT EMPLOYMENT (ASE) RESPONSIBILITIES - Description of Duties

Quarter: Fall 2017 **Course #:** CHEM 129/229 **Course Title:** Synth Org Reac

Supervisor: Bruce Lipshutz **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 1 hours/week
 Prepare/Update course materials Course Preparation
 Develop/Update course website
 Read/Evaluate 3 papers per student
 Grade weekly assignments
 Grade midterms quizzes final exam
 Proctor 2 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
 Assist with course administration (describe):
 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.