

## ACADEMIC STUDENT EMPLOYMENT (ASE) RESPONSIBILITIES - Description of Duties

Quarter: Winter 2018 Course #: CHEM 1BL Course Title: Gen Chemistry Lab

Supervisor: Petra van Koppen 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 2 section/labs per week
- Hold 1 office hours/week (applies for both 25% and 50% TAs)
- Meet with supervisor 1 hours/week (TA meeting)
- Prepare/Update course materials  Course Preparation
- Develop/Update course website
- Read/Evaluate  papers per student
- Grade weekly assignments
- Grade 2 midterms 2 quizzes 1 final exam (exact number depends on instructor)
- Proctor 6 examinations (Chem 1A and 1AL lab final)
- Perform individual and/or group tutoring  Conduct lab final review session
- Arrange/attend labs/field trips/screenings/performances
- Maintain/submit student records, e.g. grades (in lab, lab reports, quizzes & backup records)
- Prepare copies (or printing orders) of coursework (quizzes given in lab)
- 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).
- Assist with course administration (describe):
- TA substitutes must be a 1BL TA or previously taught 1BL and must be approved by Petra van Koppen or Mallarie Stevens.
- Other tasks as assigned:  
End of quarter TA evaluations

A TA with a 50% appointment will not be assigned a workload of more than 220 hours per quarter or a workload of over 20 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.