

ACADEMIC STUDENT EMPLOYMENT (ASE) RESPONSIBILITIES - Description of Duties

Quarter: 2017-2018 Course #: CHEM 6CL Course Title: Organic Chem Lab

Supervisor: Morgan Gainer 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 6 lectures (as assigned by faculty supervisor) + 4 pre lab lectures
- Instruction of 2 section/labs per week
- Hold 1 office hours/week
- Meet with supervisor 0.5 hours/week
- Prepare/Update course materials Course Preparation
- Develop/Update course website
- Read/Evaluate 8 papers per student
- Grade weekly assignments
- Grade 3 midterms 3 quizzes 2 final exam
- Proctor 6 examinations + Final
- 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 glasses and closed-toe shoes, lab coat or long-sleeved shirts that cover midsection and long pants/short must be worn at all times.](#)
- Assist with course administration (describe):
- TA substitutes must be an Organic TA or previously taught Organic Lab and must be approved by Morgan Gainer
- 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.