APPENDIX "C" DESCRIPTION OF DUTIES FORM

DESCRIPTION OF DUTIES

Term: Supervisor: ASE:
Course #: Course Title:
Location: Day/Time:
The job duties designated below are required of the Academic Student Employee. Please check the appropriate items and describe, as applicable:
Attend lectures
Present lectures
Instruction ofsections/labs per week
Preparation
Hold office nours per week
Supervision/ASE(s) meetinghours per week
Read and evaluate papers per student
Proctor examinations
Prepare drafts of narrative evaluations and make grade recommendation as appropriate for students in TA section lab. (Sente Cruz only)
Perform individual and/or group tutoring
Class/faculty visits
Maintain/submit student records (e.g., grades)
Perform other tasks as assigned. Please list:

A Toaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter (340 hours per semester) 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 or 77 hours per semester.

In addition, a Teaching Assistant with an appointment of 50% or leas shell not be assigned a worldoad of more than 40 hours in any one week or more than 8 hours in any one day.

This check sheet is designed to be distributed to all ASEs except those who are designated as the instructor of Record for the course.