

ACADEMIC STUDENT EMPLOYMENT (ASE) RESPONSIBILITIES

Description of Duties

Quarter: Fall 2017 Course #: CHEM 110L Course Title: Intro-Biochem-Lab

Supervisor: Kalju Kahn 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.

- Attend TA Training Attend lectures
- Present lectures
- Instruction of 1 section/labs per week (section meets twice/week)
- Hold 1 office hours/week
- Meet with supervisor 1 hours/week
- Prepare/Update course materials
- Course Preparation
- Develop/Update course website
- Read/Evaluate 9 papers per student
- Grade weekly assignments
- Grade midterms ALL quizzes final exam
- Proctor 1 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
- 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):
- 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 appoint-

ments. 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.