Quarter:	Fall 2017	1 2017 Course # : CHEM 173A			Course Title: Adv Inorg Chemistry	
Supervisor: The job duties de and describe as a	•	required of the	Academic Stu	dent Employe	ASE: ee. Please che	Various ck the appropriate items
	Attend TA Training X			X	Attend lectures	
X	Present	1	lectures (as	s assigned	by faculty s	supervisor)
x	Instruction of	1		section/lat	os per week	
X	Hold	1	office hours	s/week		
	Meet with supervisorhours/week					
	Prepare/Update course materials					Course Preparation
	Develop/Update course website					
	Read/Evaluate papers per student					
X	Grade weekly assignments					
X	Grade	2	midterms	0	quizzes	<u>1</u> final exam
X	Proctor	2	examinatio	ns		
	Perform individual and/or group tutoringConduct review sessions					
	Arrange/attend labs/field trips/screenings/performances					
	Maintain/submit student records (e.g., grades)					
X	Prepare copies (or printing orders) of coursework					
<u> </u>	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):					
	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.

ACADEMIC STUDENT EMPLOYMENT (ASE) RESPONSIBILITIES - Description of Duties