

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

Quarter: F17 Course #: Chem 163/263 Course Title: Arrow Pushing in Organic Chemistry

Supervisor: Liming Zhang ASE: Hongyi Chen

*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  section/labs per week

Hold  3 office hours/week

Meet with supervisor  hours/week

Prepare/Update course materials  Course Preparation

Develop/Update course website

Read/Evaluate  papers per student

Grade weekly assignments

Grade  midterms  quizzes  final exam

Proctor  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 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 may not total more than 50 hours per quarter. This standard will apply proportionately to other of 20 hours per week 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.