

## Description of Duties for Student's Name

Term: Quarter/Year

ASE Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Course: \_\_\_\_\_

Days	Time	Location
Lecture: _____	_____	_____
Discussion Section(s): _____	_____	_____

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 of \_\_\_\_\_ sections per week
- Preparation
- Hold \_\_\_\_\_ office hours per week
- Supervision/ASE meeting \_\_\_\_\_ hours per week
- Read and evaluate \_\_\_\_\_ papers per student
- Proctor \_\_\_\_\_ examinations
  - Including Final Exam on \_\_\_\_\_
- Perform individual and/or group tutoring
- Class/faculty visits
- Maintain student records (e.g. grades)
- Perform other tasks as assigned.

Describe Tasks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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.

In addition, a Teaching Assistant 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.

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