

ACADEMIC STUDENT EMPLOYEE RESPONSIBILITIES
Description of Duties

Quarter: _____ Course # _____ Course Title: _____
Supervisor: _____ ASE: _____

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 _____ sections/labs per week
- _____ Hold _____ 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
- _____ 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 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.

SUMMER SESSION WORKLOAD:

A Teaching Assistant 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 eight (8) hours in any one day. This standard shall 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.