ACADEMIC STUDENT EMPLOYEE RESPONSIBILITIES
Description of Duties

Quarter: Course # : Course Title: 

Supervisor (Print name): ASE (TA) (Print name):

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/moodle
_____ 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:

___ √ __ Do all assigned course readings

______________ __________________
Signature of TA Date

______________ __________________
Signature of Supervising Instructor Date

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.

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