

L&S
ACADEMIC STUDENT EMPLOYEE RESPONSIBILITIES
Description of Duties

Quarter: M 22 Course # Math 34A Course Title: Calculus
Supervisor: Trevor Klar 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 4 sections/labs per week
- ☒ Hold 2 office hours/week
- ☒ Meet with supervisor 1 hours/week
- _____ Prepare/Update course materials
- _____ Course Preparation
- _____ Develop/Update course website
- _____ Read/evaluate _____ papers per student
- ☒ Grade weekly assignments →
- ☒ Grade 3 midterms 10 quizzes 1 final exam Together w/ instructor
- _____ 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) Gradescope
- ☒ Prepare copies (or printing orders) of coursework Scan Quizzes
- _____ 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.

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