**Sociology Faculty Request for Spring 2020 Graduate Student Assistance**

Please provide us with the information requested below (including Appendix “C”, page two) by October 21st, 2019 if you would like to request graduate student assistance – Teaching Associate (“TA”), Graduate Assistant (“GA”) and/or Instructional Student Assistant (“ISA”) – for the spring 2020 semester. Classes with more than 80 students qualify for “reader” (ISA) assistance and the number of hours is dependent on enrollment. We also have limited resources for some Teaching Associate (TA) and Graduate Assistant (GA) positions.

We will attempt to fulfill your request within current budgetary constraints and student availability before the spring 2020 semester begins, but cannot guarantee assignments (even if made provisionally) until we receive final budget allocations. Furthermore, University Policy does not allow academic credit to be given to students who are assisting professors with their classes – e.g., for academic credit in place of pay, extending internships, for work experience, for class-sized groups (Policy File, May 2004).

**Your name: Tom Semm**

**Your classes & expected enrollments:**

**Soc 412 115, Soc 102 100+, Soc 403 50 and 433 ?**

**Class(es) for which you would like assistance:**

**412, 102, 433**

**Hours per week you will need assistance:**

**12-15**

**Name(s) of student(s) from whom you would assistance:**

**Lauren Pon, Calvin Liew, Elizabeth Ortiz**

**Days and times assistant(s) must be available (if applicable, required):**

**During Tue/Thurs 11-2, one office hour, their choice**

**Particular student skills desired (e.g., Blackboard, Excel, Stata):**

**Blackboard and previous experience working with me. I do not want anyone who has not taken my classes or worked with me. It is more work for me.**

**The Graduate Committee needs to receive this information from you no later than October 21st, 2019. Please email or hand your completed request to Monica Cortez (**[***mcortez@sdsu.edu***](mailto:mcortez@sdsu.edu)**).**

**APPENDIX “C”**

**REQUIRED FORM: DESCRIPTION OF DUTIES**

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Term: Spring 2020 Faculty Supervisor: Semm ASE:

Course #: 102, 412, 433 Course Title: Intro to Social Problems, Social Construction of Reality, and Wealth Status and Power

Location: Day/Time: T/Th 11AM, 12:30 PM W 2PM

**The job duties designated below are required of the Academic Student Employee (ASE). PLEASE check the appropriate items and describe, as applicable …**

x Attend lectures

Present lectures

Instruction of sections/labs per week

Preparation

x Hold 1 office hours per week

Supervisor/ASE(s) meeting hours per week

Read and evaluate papers per student

x Proctor examinations

x Perform individual and/or group tutoring

Class/faculty visits

x Maintain/submit student records (e.g., grades)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assist with research

Perform other tasks as assigned. Please list:

A Teaching Associate (TA) with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter (340 hours per semester) 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 or 77 hours per semester. This standard shall apply proportionately to other percent appointments.

In addition, a Teaching Associate (TA) with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more that 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.

cc: EMPLOYMENT FILE

(Updated 11.05.18)