

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**

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Signature of TA

Date

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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.