

Description of Duties for «Name»

Term: **Fall 2014**
 ASE Title: TA
 Supervisor: Kirsten Harjes
 kharjes@ucdavis.edu
 Course: GER 45/FMS 45: Vampires

Days	Time	Location
SEC «Section»: «Days»	«Time»	«Location»
«LAB» «Lab_Day»	«Lab_Time»	«Lab_Location»

The job duties designated below are required of the Academic Student Employee. Please check the appropriate items and describe, as applicable:

- Attend Lectures
- Present 1 Lecture
- Instruction of 2 sections per week
- Preparation of two discussion sections per week based on that week's lectures
- Hold 2 office hours per week
- Supervision/ASE meeting 1/4 hours per week
- Read and evaluate 2 5-page papers per student
- Proctor 1 examination
 - Including Final Exam on 12/16, 1pm – 3pm
- Perform individual and/or group tutoring
- Class/faculty visits
- Maintain student records (e.g. grades)
- Perform other tasks as assigned.

Describe Tasks: 1) Grade midterm exams for students in TA's own two sections
 2) Show films every other week Monday evenings (1.5 hrs)

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.

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.