

Description of Duties for GER TAs/AIs

Term: Fall, Winter, and/or Spring
 ASE Title: Teaching Assistant or Associate Instructor
 Supervisor: Dr. Kirsten Harjes
 kharjes@ucdavis.edu
 Courses: GER 1, 2, 3, 20, 21, 22

Days	Time	Location
GER 1-3: MTWRF GER 20-22: MWF	50 min. per class	varied

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

- Attend lectures
- Instruct all class sessions
- Instruction of _____ sections per week
- Preparation: daily lessons, chapter outlines, weekly vocabulary quizzes
- Hold 2 office hours per week
- Supervision/ASE meeting _____ 1.5 _____ hours per week
- Read and evaluate all written work for each student and return homework promptly
- Proctor all examinations (chapter tests, in-class writings, quizzes, orals)
 - including final exam as scheduled in the UC Davis *Schedule Builder*
- Perform individual and/or group tutoring
- Class/faculty visits
- Maintain and submit student records (e.g. grades) on an ongoing basis
- Perform other tasks as assigned.

Describe Tasks:

- Submit an absence report for all class substitutions and cancellations
- Substitute for other TAs/AIs whenever possible in cases of emergency
- Develop teaching materials
- Participate in the development of assessment tools (tests, quizzes, oral exams, projects)

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter or a workload of more than 40 hours in any one week or more than 8 hours in any one day.

A detailed log of hours worked and tasks performed shall be requested of the ASE when a workload issue arises.

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