Description of Duties for RST 1E

Term: FQ 2020
ASE Title: Teaching Assistant
Supervisor: Flagg Miller
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Course: RST1E
Days Time Location: T/R, FQ 2020, remote
Lecture: yes
Discussion Section(s): yes

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

Attend Lectures - yes
Present ____0__ Lectures
Instruction of __2__ sections per week
Preparation
Hold ___3___ office hours per week
Supervision/ASE meeting __1___ hours per week (with professor)
Read and evaluate __an equivalent of 2 10-page papers per student plus grading assorted short submissions (quizzes, fill-in-the-blanks, etc.)
Proctor __0___ examinations
Class/faculty visits _none
Maintain student records (e.g. grades) - Yes
Perform other tasks as assigned.
Describe Tasks: (covered above)

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.