

L&S ACADEMIC STUDENT EMPLOYEE (ASE) RESPONSIBILITIES
Description of Duties and Expectations

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.

Quarter: _____ Course #: _____ Course Title: _____

Faculty Supervisor: _____ ASE (TA): _____

Faculty supervisors: Please check the required ASE job duties below and add brief descriptions, where applicable. Discuss these duties with your ASE(s), and then both you and your ASE(s) should sign this form. Return completed and signed form(s) to the Graduate Program Advisor in the Communication Department.

Instruction and Contact Hours

- Oversee approximately _____ students (# students per TA)
- Attend lectures
- Meet with supervising instructor _____ hour(s) per week
- Hold _____ office hours per week
- Additional contact with students (e.g., email, appointments): _____

- Lead _____ sections/labs per week. Sections are each: 50 mins 1hr 50 mins
Section curriculum is: provided by supervisor created by TA other: _____
- Give guest lecture(s): encouraged expected (how many? _____)
Lecture content is: provided by supervisor created by TA other: _____
- Conduct _____ review/Q&A session(s) (outside regular class time)
- Conduct _____ project/paper workshops (outside regular class time)

Grading Written Assignments/Exams

- Grade and give feedback on _____ substantive paper(s), each _____ pages long
Paper(s) is/are typically due when during the quarter?
Expected turn-around time for grading: _____
- Grade and give feedback on _____ smaller written assignment(s), each _____ pages long
Assignments are generally due (e.g., weekly?): _____
Expected turn-around time for grading: _____
- Other written work (describe): _____

- Grade _____ written exam(s), consisting of (e.g., short answer? long essay?): _____
Expected turn-around time for grading: _____
- Grade _____ quizzes, consisting of (e.g., open-ended questions?): _____

Administrative duties

- Help manage enrollment (e.g., add codes): _____
 - Prepare/update course materials (describe): _____
 - Develop/update course website/Gauchospace (describe): _____
 - Exam preparation: Create/contribute exam questions Print/copy/label exams
 - Exam administration: Proctor Scan/grade objective exams Help with DSP/makeup exams
 - Maintain student records for attendance grades/scores (e.g., papers, exams) other: _____
- Other tasks may arise and/or duties may change as necessary to meet the needs of the course**

Additional information, if any: _____

Faculty Supervisor Signature Date

Academic Student Employee Signature Date