Description of Duties for Student's Name: Della + Megan

Term: Quarter/Year
ASE Title: 
Supervisor: Wendy Terry Contact Email: w.terry@ucd
Course: 

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>___</td>
<td>___ ZOOM</td>
</tr>
</tbody>
</table>

Lecture: MWF
Discussion Section(s): W or R evenin

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

☑ Attend Lectures watch lecture videos
☐ Present _____ Lectures
☑ Instruction of ___ sections per week
☑ Preparation
☑ Hold ___ office hours per week via Zoom
☐ Supervision/ASE meeting _____ hours per week
☑ Read and evaluate ____ papers per student (1-3 pages; 1 two page)
☐ Proctor _____ examinations
☐ Including Final Exam on ____________________________

☐ Perform individual and/or group tutoring
☐ Class/faculty visits
☐ Maintain student records (e.g. grades)
☑ Perform other tasks as assigned.
Describe Tasks: Weekly TA zoom meeting with Wendy

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.