Description of Duties for **Student's Name**

**Term:** Quarter/Year

**ASE Title:**

**Supervisor:** Meaghan O'Keefe  
**Contact Email:** mmokeefe@ucdavis.edu

**Course:** RST 10: Healthcare and Religious Ethics, RST 10A: Discussion Section

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture:</td>
<td>10:00-10:50</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>5:10-6:00 PM</td>
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<tr>
<td>Discussion Section(s):</td>
<td>M</td>
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The job duties designated below are required of the Academic Student Employee. Please check the appropriate items and describe, as applicable:

- [x] Attend Lectures
- [x] Present ______ Lectures
- [x] Instruction of ____ sections per week
- [ ] Preparation
- [x] Hold ______ office hours per week
- [x] Supervision/ASE meeting ______ hours per week
- [ ] Read and evaluate ______ papers per student
- [x] Proctor ______ examinations
  - [x] Including Final Exam on Tue. Dec.15 at 1:00pm
- [ ] Perform individual and/or group tutoring
- [ ] Class/faculty visits
- [x] Maintain student records (e.g. grades)
- [x] Perform other tasks as assigned.

  **Describe Tasks:** Help keep track of ungraded group work.

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.