

Description of Duties for «Name»

Term: **Fall, Winter, and/or Spring**
 ASE Title: TA/AI
 Supervisor: Francisco Alarcon
 fjalarcon@ucdavis.edu
 Course: SPA 31-33: Intermediate Spanish for Native Speakers I, II, III

Days	Time	Location
SEC «Section»: «Days»	«Time»	«Location»

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

- Attend Lectures
- Present all Lectures
- Instruction of _____ sections per week
- Preparation
- Hold _____ office hours per week
- Supervision/ASE meeting _____ hours per week
- Read and evaluate 10 (weekly) compositions per student and written homework assignments
- Proctor 4 examinations (three unit exams and one comprehensive final)
 - Including Final Exam as scheduled in the UC Davis Class Schedule & Registration Guide
- Perform individual and/or group tutoring
- Class/faculty visits
- Maintain/submit student records (e.g. grades)
- Perform other tasks as assigned.

Describe Tasks: Schedule a weekly meeting with the Spanish for Native Speakers Director to review lesson plans.

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.