Description of Duties

Employee’s Name: _____________________

Term: _____________________

ASE Title: TA/AI

Supervisor: Rob Newcomb rpnewcomb@ucdavis.edu

Course: POR 1-3: Elementary Portuguese

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC_____</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday through Friday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 _2_ office hours per week
☐ Supervision/ASE meeting _______ hours per week
☒ Read and evaluate __all__ written work for each student
☒ Proctor __all__ examinations
   ☒ 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: __________________________________________________________
________________________________________________________________________
________________________________________________________________________

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.