Description of Duties

Employee’s Name: ________________________
Term: ________________________
ASE Title: TA/AI
Supervisor: Rob Newcomb rpnewcomb@ucdavis.edu
Course: POR 21-23: Intermediate Portuguese

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

☐ 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 (writing and grading them on a rotating basis)
  ☒ 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.