APPENDIX “C”

REQUIRED FORM: DESCRIPTION OF DUTIES

DESCRIPTION OF DUTIES

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_Tutor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term: Supervisor:

Course #: Course Title:

Location: Day/Time:

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

Attend lectures

Present \_\_\_\_\_lectures (as assigned by faculty supervisor)

Instruction of sections/labs per week

Preparation

Hold office hours per week

Attend Supervisor/ASE(s) meeting hours per week

Read and evaluate papers per student

Proctor examinations

Prepare drafts of narrative evaluations and make grade recommendation as

appropriate for students in TA section/lab (Santa Cruz only)

Perform individual and/or group tutoring

Class/faculty visits

Maintain/submit student records (e.g., grades)

Perform other tasks as assigned. As needed list specific tasks expected within the duties selected above.

Please provide departmental policy on class, section and/or lab size where it exists.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A Tutor provides tutoring to individual (one-on-one) or small groups (three or more) of undergraduate or graduate students who require additional help to understand a course or topical material. In some instances tutoring may focus on improved use of the English language.

Readers and tutors shall not be assigned a workload of more than 40 hours in any one week or assigned to work more than eight (8) hours in any one day. Tutors shall be guaranteed pay for the entirety of any pre-scheduled tutoring timeslot.

.

This check sheet is designed to be distributed to all ASEs except those who are designated as the Instructor of Record for the course.

cc: EMPLOYMENT FILE

(Updated August 2018)