

Academic Student Employee (ASE) Duties and Responsibilities

TERM: _____ **COURSE:** _____ **APPOINTMENT %:** _____
ASE: _____ **UID:** _____
INSTRUCTOR: _____ **INSTRUCTOR IN CHARGE:** _____

The percentage of an appointment limits the workload. For example, a 50% appointment shall not be assigned a workload of more than 20 hours per week. In addition, UCLA policy is that TAs may not be given sole responsibility for the content of a course, selection of assignments, planning of exams, or grading, nor are they to be used exclusively as readers.

Instructions: Students will review the following items with the instructor of their assigned course. The instructor will check the appropriate boxes and both the instructor and the student will sign the bottom of the form agreeing to the roles and responsibilities of the ASE. The student will return the signed form to **Mimi Baik, 5732A Boelter Hall**.

Classroom duties will include:

- ☐ Preparing course materials (e.g., solutions, web pages, etc.)
- ☐ Preparing for and conducting recitations
- ☐ Attending course lectures
- ☐ Holding office hours
- ☐ Proctoring examinations
- ☐ Assisting in grading examinations and quizzes
- ☐ Assisting in grading assignments
- ☐ Maintaining course records
- ☐ Preparing and maintaining ABET course binders
- ☐ Other: _____

Additional laboratory & design duties:

- ☐ Attending laboratory training and safety sessions (likely *prior* to the first day of instruction).
- ☐ Set up lab prior to lab session
- ☐ Clean up lab after lab session
- ☐ Preparing for, instructing, and supervising groups of students performing experiments
- ☐ Being available outside of laboratory to assist students
- ☐ Grading laboratory reports
- ☐ Holding design laboratory hours
- ☐ Assisting and supervising students performing design
- ☐ Assisting in design performance and report evaluation
- ☐ Other: _____

Academic Student Employee Signature: _____

Date: _____

Instructor In Charge: _____

Date: _____