Description of Duties for <<Name>>

Term: Fall_______ Winter_______ Spring ________

ASE Title: Associate Instructor (AI)
Supervisor: Cheri Ross (cross@ucdavis.edu)
Course: COM 10 A-N

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<th>Course Numbers</th>
<th>Days and Times</th>
<th>Location</th>
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The job duties designated below are required of the AI. (Please check appropriate items and describe as applicable.)

____ Attend lectures
__X__ Hold 2 class meetings per week (lecture and lead discussion)
__X__ Prepare class meetings
__X__ Hold 2 office hours per week (at minimum: on average for the quarter, with some weeks demanding more hours to satisfy demand)
__X__ Meet with supervisor as needed
____ Read and evaluate all work for each student
____ Proctor all examinations
____ including Final Exam as scheduled in the UC Davis Class Schedule and Registration Guide
__X__ Perform individual and/or group tutoring
__X__ Expect faculty visits to observe teaching
__X__ Maintain and submit in timely fashion student records (e.g. grades)
__X__ Perform other tasks as assigned

Describe tasks:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

An ASE 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, an ASE 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.