



Term Year Appointment %

Name of Academic Student Employee (ASE) UID#

Name of Instructor Name of Instructor in Charge (IIC)

Title of Course

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 states 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: Student will review the following items with the instructor of their assigned course. The instructor will check the boxes that apply. 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:

Maria Contreras (4732H Boelter Hall)

Classroom duties may include:

- Preparing course materials (e.g. solutions, web pages etc.)
- Preparing for and conducting recitations
- Attending course lectures (when applicable)
- Holding office hours (online)
- Proctoring examinations
- Assisting in grading examinations and quizzes
- Assisting in grading assignments
- Maintaining course records
- Preparing and maintaining ABET course binders
- Other (describe on separate sheet)

ASE Signature

Date

IIC Signature

Date