DESCRIPTION OF DUTIES FORM FOR GSIs

*Once you have formally accepted the appointment electronically, please see the instructor of the course with this page so that both parties may come to a mutual understanding of your appointment tasks, Once completed, you should give one copy to Isabel Blanco **and keep the original as part of your records.***

FIRST NAME:		**LAST NAME:**	
SEM/YR:		**APPOINTMENT % & HRS:**	
COURSE #		**SUPERVISOR:**	

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

☐ Attend lectures (encouraged but not mandatory)

☐ Instruction of _____ sections/labs per week

☐ Preparation of sections or labs

☐ Hold _____ office hours per week

☐ Supervisor/ASE(s) meeting _____ hours per week

☐ Read and evaluate _____ papers/homework assignments per student

☐ Proctor _____ examinations

☐ Perform individual and/or group tutoring

☐ Participate in preparation of quizzes and exams with course instructor

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

☐ Perform other task as assigned. Please list:

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 340 hours. The number of hours worked in excess of 20 hours per week may not total more than 77 hours per semester. This standard shall apply proportionately to other percent appointments. In addition, a Teaching Assistant with an appointment of 50% or less shall not be assigned a workload more than 8 hours in any one day. GSIs must obtain express advance written permission from their supervisors and the Vice-Chair of Instruction before working beyond the number of hours defined for their appointments.

For more detailed information on GSI appointments, please go to: *http://grad.berkeley.edu/financial/graduate-student-employment/guide/#iv-gsi-appointments.*

Upon accepting this job, you agree that you will perform the duties assigned to you. You will not pass on duties such as grading, etc, to anyone other than a fellow reader or GSI assigned to your specific class, upon mutual agreement.

_____ _____ _____ _____
SUPERVISOR SIGNATURE   DATE   **STUDENT SIGNATURE**   **DATE**