## Humboldt.

## UNIT 11 ACADEMIC STUDENT EMPLOYEE (ASE) DESCRIPTION OF DUTIES FORM

TERM:	SUPERVISOR:			COURSE NUMBER:	
COURSE TITLE:	LOCATION:			EMPLOYEE NAME:	
	-				
DAY/TIME:	-				
JOB DUTIES:				1	
Attend course lectures					
Present lectures	Present lectures Frequency/dates:				
Instruction/supervision of sections/courses/labs per week					
Preparation	Preparation				
Hold office hours per	week				
Supervisor/ASE(s) meetings	Supervisor/ASE(s) meetings Frequency/duration:				
Attend pedagogy classes required for training purposes					
Read and evaluate student papers Describe:					
Proctor examinations					
Perform individual or group tutoring					
Maintain/submit student records (e.g. grades)					
Evaluate student assignments					
Provide research assistance					
Perform other tasks Please Ple					
The supervisor will perform c	lass observations	Yes	No		
Supervisor will provide a writ	ten assessment	Yes	No		
Teaching Associates are non-exempt employees who may be appointed up to the equivalent of full-time (40 hours per week) over the period of the appointment. Graduate Assistants and Instructional Student Assistants are non-exempt employees. CSU policy limits their work assignments to no more than 20 hours in a week during periods of instruction. The full-time workweek is a work week of forty (40) hours in a work week of seven (7) consecutive twenty-four (24) hour periods. Please refer to Article 26.6-26.11 regarding overtime provisions.					
APS Form 630: Description of Duties Unit 11 Academic Student Employees				Unit 11 CBA Appendix E Updated 12/19/2016	
<b>Distribution:</b> Send complete document (with APS cc'd) to each hire every academic year. Copy must be provided to employee prior to the commencement of each term or as soon as practicable thereafter.					