GSI Description of Duties

Term: Summer 2016

Supervisor: Rudabeh Pakravan and Ajay Manthripragada

Course Title: ENV DES 2: [IN]ARCH

Program Dates: July 5 – Aug 12, 2016

Course Description:

[IN]ARCH is an introductory studio course designed to help cross the threshold into the world of architectural design. The course will introduce students to the environment of architectural production and to help them prepare material for further study in the field. The program structure replicates the graduate school experience: an intensive design studio complemented by instruction in both analog and digital media tools, lectures by award-winning faculty and professionals, field trips, and introductions to recent developments in the discipline.

Total Hours Per Week: 35-40

You must be available for a mandatory GSI meeting at the end of June before the program begins on July 5th. This date will be determined shortly.

The job duties designated below may be required of the Academic Student Employees.

• Attend lectures
• Instruction of sections/labs per week
• Preparation
• Hold office hours
• Supervisor/ASE(s) meeting hours
• Read and evaluate papers
• Proctor examinations
• Perform individual and/or group tutoring
• Class/faculty visits
• Maintain/submit student records
• Perform other tasks as assigned

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter (340 hours per semester) 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 or 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 of more than 40 hours in any one week or more than 8 hours in any one day.