GSI Description of Duties Form

Term: Summer 2016

Supervisor: Rudabeh Pakravan and Ginette Wessel

Course Title: ENV DES 2: Summer [IN]STITUTE in Environmental Design – [IN]CITY

Program Dates: July 5 – Aug 12, 2016

Course Description:

[IN]CITY is a six-week course that introduces students to the complex civic, social, and environmental issues that are at the heart of the discipline of sustainable urban planning. Through hands-on projects that use the latest research and methodology, [IN]CITY students address issues such as: sustainable transportation and land use, economic development, urban health and social policy, environmental assessment and sustainability, global urbanization and poverty, and urban design for livable places. Students work with faculty, local planners, and civic clients as a first step in an education that will create cities, infrastructure, and public services that are sustainable, affordable, healthy, and accessible to all.

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

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.

Total Hours Per Week: 30

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.