GSI Description of Duties Form

**Term:** Summer 2016

**Supervisor:** Rudabeh Pakravan and Haven Kiers

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

**Program Dates:** July 5 – Aug 12, 2016

**Course Description:**

[IN]LAND introduces students to the different scales and aspects of landscape architecture and environmental planning. “People and Processes” describes the overall theme for the program, in which students investigate how to evince and design for social and natural processes in an urban environment.

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.