Supplement for Remote Instruction

UC San Diego, Department of Chemistry and Biochemistry

The job duties designated below are meant to supplement the official Description of Duties originally sent with your TA offer letter. These specific guidelines may provide clarity on your responsibilities for remote instruction:

- Attend/participate remotely in instructor-led synchronous lectures (e.g., using Zoom or other teleconference platform) or review asynchronous lectures
- Prepare for and conduct virtual instruction of up to 3 discussion sections/labs per week. Options include:
  - A) Lead synchronous discussions using remote instruction tools (e.g., Zoom) OR
  - B) Record, edit, and post asynchronous sessions to the course LMS
- Assist with in-person development/production of class content (eg. laboratory demonstrations). Note that students are not required to come to campus during Spring Quarter. However, if students are comfortable coming into campus to assist with these tasks, then they may do so, following any social distancing or other requirements stipulated by the University.
- Hold up to 2 virtual office hours per week (via Zoom or another appropriate platform)
- Attend/participate remotely in Supervisor/ASE(s) meetings of up to 1-3 hours per week
- Read, evaluate (grade), and provide feedback on student work submitted online (via Canvas, Gradescope, or another online platform)
- Proctor quizzes/exams virtually (via Zoom, Examity, ProctorU, or other online proctoring service)
- Maintain/submit student records (e.g., grades)
- Perform other tasks as assigned:
  - May help maintain course website (e.g. Canvas)
  - Monitor for and report violations of academic integrity.
  - All additional assigned tasked must be done to support remote instruction while maintaining the health and safety of all staff, faculty, TAs, and students. **Note that assistance with in-person development / production of class content is not required.**