

APPENDIX A

Supplemental Description of Duties – Research Assistant

Grant name and number: _____

Supervisor: _____

Graduate assistant: _____

The items checked below describe the duties that are required as part of this assistantship.

<input type="checkbox"/> Prepare materials for Human Subjects Review Board	<input type="checkbox"/> Analyze data
<input type="checkbox"/> Recruit subjects	<input type="checkbox"/> Keep accurate records of experimental/observational data
<input type="checkbox"/> Interview subjects	<input type="checkbox"/> Provide access to all project-related data for supervisor
<input type="checkbox"/> Prepare materials for Animal Care and Use Committee	<input type="checkbox"/> Manage and respond to project-related communications
<input type="checkbox"/> Feed and care for subject animals	<input type="checkbox"/> Prepare website materials
<input type="checkbox"/> Clean animal cages	<input type="checkbox"/> Maintain (update) website materials
<input type="checkbox"/> Monitor subject animals	<input type="checkbox"/> Prepare articles, reports, and/or presentations
<input type="checkbox"/> Administer drugs, hormones, or other chemicals	<input type="checkbox"/> Review literature
<input type="checkbox"/> Perform surgical procedures	<input type="checkbox"/> Prepare materials for grant submission
<input type="checkbox"/> Perform euthanasia	<input type="checkbox"/> Supervise undergraduate students
<input type="checkbox"/> Prepare materials for laboratory	<input type="checkbox"/> Maintain records on undergraduate student performance
<input type="checkbox"/> Perform experiments	<input type="checkbox"/> Maintain undergraduate student attendance records
<input type="checkbox"/> Request or acquire necessary equipment	
<input type="checkbox"/> Develop and construct lab equipment	
<input type="checkbox"/> Clean laboratory and equipment	
<input type="checkbox"/> Wash glassware	
<input type="checkbox"/> Order equipment	
<input type="checkbox"/> Oversee budget	

Perform other research-related duties described here as assigned. _____

Research assistant signature: _____

Supervisor signature: _____

Date: _____

* By signing this document, the research assistant acknowledges that international students holding an F-1 or J-1 visa will not work more than 20 hours per week when classes are in session.

Supplemental Description of Duties – Teaching Assistant

Course number and section: _____

Supervisor: _____

Graduate assistant: _____

Course meeting times: _____

Course location: _____

Maximum number of students
per section _____

The items checked below describe the duties that are required as part of this assistantship.

- _____ Attend lectures
- _____ Present _____ lectures
- _____ Instruct _____ sections/labs per week
- _____ Preparation
- _____ Hold _____ office hours per week
- _____ Supervision/TA meeting _____ hours per week
- _____ Read and evaluate _____ papers per student
- _____ Grade _____ exams. Specify proportion of grading if not 100% _____
- _____ Prepare drafts of narrative evaluations and/or make grade recommendations for students in TA section or lab
- _____ Provide individual and/or group tutoring
- _____ Maintain/submit student records (e.g., grades)
- _____ Complete required TA training
- _____ Perform other class-related duties described here as assigned. _____

Teaching assistant signature: _____

Supervisor signature: _____

Date: _____

* By signing this document, the teaching assistant acknowledges that international students holding an F-1 or J-1 visa will not work more than 20 hours per week when classes are in session.