**Description of Duties Form for Readers**

ASE Name:

Quarter:

Supervisor:

Use the list below to designate required job duties and responsibilities that are being assigned to the Reader for this appointment, and where applicable, provide additional detail.

Grading of student work, including homework, papers, laboratory reports, exams

 \_\_\_\_\_\_\_\_ Hold \_\_\_\_\_\_ office hours to per week to respond to students’ questions about such assignments

Preparation

Supervisor/ASE(s) meeting hours per week

Attend scheduled lectures/labs. If required, complete the following:

Course/Lab Title and #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Course/Lab Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Course/Lab Day/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Perform other Reader tasks as assigned. Please list and describe here or attach additional page.

A Reader shall not be assigned a workload of more than 40 hours in any one week or assigned to work more than 8 hours in any one day.

To be issued 30 days prior to the beginning of the appointment or as soon as possible

 cc: Employment File