APPENDIX "C" DESCRIPTION OF DUTIES FORM DESCRIPTION OF DUTIES FOR A READER

Reader:		Supervisor:
Term:	Course #:	Supervisor: Course Title:
Location:	Day/Ti	me:
		arired of the Academic Student Employee, UAW & UC as echeck the appropriate items and describe, as applicable:
Read and eva	luate papers per s	tudent
Maintain/sub	mit student records (e.g.	grades)
grading of stude quarter appointe	on will render diverse se nt papers and examination d and terminates on the law will vary per week and w	rvices as a course assistant, which will normally include the ons. This position will begin on the first day of classes for the ast day of the quarter (last day of finals). Fill likely correspond to busy times in the quarter such as
hours. A Reader appointment sha work over 20 ho 10 hours per week This check sheet	r should not be asked to Il not be assigned a worl urs in any one week or 4 ek may not total more th	asibilities of a TA by leading a discussion or holding office work during campus holidays or breaks. A Reader with a 25% cload of more than 110 hours per quarter, nor should a Reader hours in one day. The number of hours worked in excess of an 25 hours per quarter. Southurted to all ASEs except those who are designated as the
Reader :		Supervisor: