

### 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 all 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.

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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.