



Faculty Request For Student Reader

School of Social Sciences - University of California ■ Irvine

5137 Social Science Plaza A ■ Irvine, CA 92697-5100

Phone: (949) 824-1426 ■ Fax (949) 824-5037

Questions can be directed to Kristen Harris, Academic Coordinator in the Associate Dean's Office in Social Sciences by email at kaharris@uci.edu. Student reader(s) will be notified of approved hours through email.

Note: Readers are only allowed to work 8 hrs/day - 20 hrs a week. If additional hours are needed, prior approval from the Associate Dean is required. Please make sure you use your hours within the approved quarter.

DEFINITION OF A READER: The title **Reader** is given to a student employed as a "course assistant." Duties normally include grading student papers and exams. The Reader cannot be given the responsibilities customarily assigned to a graduate Teaching Assistant. Readers may be graduate students as well as qualified undergraduate students. A 3.0 GPA and a satisfactory academic progress toward graduation are expected for appointment. Preference is given to Readers who have taken the course.

Reader(s) requested for -- Please check all that apply: Fall Winter Spring Year: _____

Department: _____ Title: _____

Course#: _____ Estimated Enrollment: _____ Number of Hours Requested: _____ Number of TAs Assigned: _____

DESCRIPTION OF RESPONSIBILITIES

# of Exams	Types of Exams
Quizzes: _____	<input type="checkbox"/> Essay
Midterm: _____	<input type="checkbox"/> Scantron
Final: <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Short Answer
Homework Assignments	<input type="checkbox"/> Problems
Daily: _____	Research Papers
Weekly: _____	How Many: _____
Other: _____	Pages: _____

Course/Administrative Support	Required? Y/N	Est. # of Hours/ Week
E-mail/Correspondence w/Students		
Library Services		
Audio/Visual Equipment (reserve, deliveryset-up, operate)		
Photocopying		
Office Hours		
Lecture Attendance		

Proposed Reader(s): A separate Reader application for each student is required. Please have your student(s) complete the application online.

Name: _____

Name: _____

Email: _____

Email: _____

Instructor: _____

Date: _____

Typed name accepted as signature

Office Extension Number: _____

Email: _____

FOR OFFICE USE ONLY

Approved: YES NO

Number of Hours Approved: _____

Number of Readers Approved: _____

Approved Hours Assigned to Each Reader: _____

x:

Caesar D. Sereseres, Associate Dean for Undergraduate Studies