GSI/Reader Responsibility Worksheet

GSIs (Graduate Student Instructors) are registered UC Berkeley students who lead discussion sections and/or serve as an assistant instructor during lecture. Duties include teaching, grading, proctoring, holding office hours, and meeting with the instructor to consult on the class throughout the term. As GSIs do provide instruction, they are required to attend trainings and must be included in the Instructor Evaluation Process (TIES).

Readers assist with grading homework assignments and examinations. Specific duties may include attendance at lectures, holding office hours and meeting with GSIs and instructor(s) to discuss the class throughout the term. Readers DO NOT provide instruction to students.

Responsibility	Y/N	Total hours	Comments/Addtl information
Attend Lectures			
Present lectures			# of lectures
Provide instruction			# of sections or labs
Preparation			
Hold office hours weekly			Hours per week
Supervisor/ASE meeting hours			# per week
Read or evaluate student papers			# per student
Proctor Examinations			# of examinations
Perform individual and/or group tutoring			
Class/faculty visits			
Maintain/submit student records (grades)			
Perform other tasks as assigned *(please be prepared to provide a full list)*			

Brief descriptions of each ASE title role are listed below, for your convenience.

For those petitioning for alternative source funding, please complete the following information:

I wish to use my research funds to fund this position _ _ _ _ _-_ _ _ _ _-_ _ _ _
Please enter chartstring information

The following Research Center will fund this position (please attach approval) _____

_ _ _ _ _-_ _ _ _ _-_ _ _ _
Please enter chartstring information

The following Program will fund this position (please attach approval) _____

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Please enter chartstring information