



THE HENRY M. JACKSON SCHOOL OF INTERNATIONAL STUDIES

UNIVERSITY of WASHINGTON

Reader/Grader Contract

- Use this form to notify the **Business Office** and **Academic Services** that a graduate student has been appointed as a reader/grader in your JSIS course
- To warrant a reader/grader a course must generally have a **minimum enrollment of 50 students** on the 10th day of the quarter. Exceptions to this must be approved by the program funding the reader/grader.
- The time that a reader/grader can devote to your course is limited to **1.5 hours per enrolled student** over the course of the quarter (e.g. for 50 students the reader/grader’s available time over the quarter is 75 hours)
- The instructor must provide the reader/grader with a list of duties based on the reader/grader’s total available time
- Instructor and reader/grader should then sign this form
- The compensation formula for the reader/grader is: **NUMBER OF STUDENTS * 1.5 * HOURLY RATE** (check with the JSIS Business Office for the current hourly rate, or with the program funding the reader/grader)
- The reader/grader will be paid **after the end of the quarter** in one lump sum
- **How to submit this form:** once you have added the 10th day enrollment please scan the completed and signed form and send to all the following:
 - Katherine Kim (Academic Services) kkim22@uw.edu
 - Kaitlyn Li (Business Office) xql@uw.edu
 - Dvorah Oppenheimer (Business Office) dvorah@uw.edu

Please provide the following information:

Quarter and year (e.g. WINTER 2018) _____

JSIS Course Number _____

Course title _____

Instructor (Last name, first name) _____

Reader’s Name (Last name, first name) _____

Reader’s Home Unit _____

Reader’s Student Number _____

Budget Number (or enter ‘Ask Dvorah’) _____

10th Day Enrollment (check on UW Time Schedule after the 10th working day of the quarter) _____

Reader/Grader Signature

Date

Instructor Signature

Date