

Student Grader Contract

Department of Computer Science
Contact: Jordan Gates, GOL-3005, (585) 475-2994



Faculty Name (*please print*): _____

Course Number: _____ Term: _____

(Please print clearly)

Last Name	
First Name	
University ID # (UID #)	
Date of Birth	
RIT Email address	
Home address (not local address) International Students (use local/US address only)	
Local /Cell Phone Number	
CHECK ONE	<input type="checkbox"/> I HAVE worked on campus before
	<input type="checkbox"/> I HAVE NOT worked on campus before

NOTE: If you **HAVE NOT** worked on campus before, there is additional paperwork to sign, please see Jordan Gates.

STUDENT GRADER RESPONSIBILITIES:

1. The student grader is hired to work a maximum of _____ hours per week, at the rate of **\$10.40/hour**.
2. The student grader is **required** to do all his/her work between the hours of 7:30 AM and 11:30 PM.
3. The work weeks begin on Friday and ends on Thursday. Therefore, timesheets are to be turned into the CS dept. main office suite by 4:30pm every Thursday.
4. Times should be accurately represented. There shall be no rounding of hours, (*i.e. 9:05 AM is not 9:00 AM, nor is it 9:15AM*). Times should be reflected as 9:02 AM in to 1:08 PM out, etc.
5. ***The student grader is required to take a thirty-minute break period for every 6 hours worked consecutively and this must be reflected on the grader's timesheet.*** The grader understands that he/she cannot work more than 20 hours per week total between all jobs at RIT. Any grader working in more than one department must ensure that he/she does not record times that overlap times reported for another department.
6. Electronic timesheet submissions are not allowed, unless students is working out of the area.
7. Failure to submit a timesheet on time will result in a delay of pay. In addition, termination may occur after three late submissions.
8. Students who consistently turn in late timesheets, may not be approved for future grading positions.
9. Timesheets are located outside the Computer Science Department Office Suite (70-3005) on the forms wall – bottom right.
10. The student grader is responsible for keeping the integrity and confidentiality of all course-related material, including identities of individual students and their performance in the course for which he/she is grading.
11. The student grader understands by signing below that failure to comply with the statements contained within this contract can result in disciplinary action and may lead to termination.

FACULTY SUPERVISOR RESPONSIBILITIES

1. The supervisor is responsible for ensuring that the student grader does not exceed his/her maximum contracted hours per week throughout the academic term.
2. The supervisor is responsible for ensuring that the student grader only works on course-related assignments.
3. The supervisor is responsible for signing the student grader's timesheet on a weekly basis, ensuring that the grader can file his/her timesheet by Thursday at 4:30 PM.
4. The supervisor is responsible for grading mid-terms and final exams.
5. The supervisor is responsible for overseeing the quality of the student grader's work and for working with the student grader to improve his/her performance.
6. The supervisor is responsible for assigning final grades.

Student Signature:	Date:
Faculty Signature:	Date:
SEO card: Y N	I-9: Y N
Departmental Approval/	Date Approved: