

## TA WORKLOAD FORM - ASSIGNMENT OF DUTIES TO TEACHING ASSISTANTS

*(Original to Teaching Assistant, copy to Assistant to the Chair and Course Supervisor and CUPE 3903)*

Academic Year \_\_\_\_\_  
 Course Number \_\_\_\_\_  
 Course Supervisor \_\_\_\_\_  
 Teaching Assistant \_\_\_\_\_  
 TA Position \_\_\_\_\_  
 Section / Tutorial Number \_\_\_\_\_  
 Number of Students per Group \_\_\_\_\_  
 (where applicable)

### ASSIGNED DUTIES (AS TOTAL NUMBER OF HOURS)

*(TAs need not be assigned duties in all categories)*

A) POSSIBLE DUTIES	Details	Hours - 1 <sup>st</sup> Mtg.	Hours - 2 <sup>nd</sup> Mtg.
Tutorial, Lab, Studio Hours			
Lecture Attendance			
<b>OFFICE HOURS</b>			
Preparation			
Grading - Assignment/Test # 1			
Grading - Assignment/Test # 2			
Exam Grading			
Meetings			
Invigilation			
Training (Up to 10 hours)			
Email communications where required for the proper instruction of the subject matter of the course (e.g. computer skills and internet courses)			
<b>B) POSSIBLE DUTIES WITH CONSENT</b>			
Lecturing			
<b>Email other than as described above</b>			
Other (Please Detail)			
Total Hours (Max. 270/Full TAship)			

**Please sign:**

**1<sup>ST</sup> MEETING**

\_\_\_\_\_  
Signature of Teaching Assistant

\_\_\_\_\_  
Signature of Course Supervisor

\_\_\_\_\_  
Date

**2<sup>ND</sup> MEETING**

\_\_\_\_\_  
Signature of Teaching Assistant

\_\_\_\_\_  
Signature of Course Supervisor

\_\_\_\_\_  
Date

**Note to TA's:**

- 1) *If the time required to complete the duties does not correspond to the hours assigned, please notify the course supervisor.*
- 2) *If you plan to be away before the completion of your duties as outlined above, it is your responsibility to advise your supervisor and the Course Supervisor for all courses for which you have accepted a contract, as well as to make sure there is coverage in your absence.*