

York University Philosophy Department

Assignment of Duties to Teaching Assistants/Marker Graders

Course Supervisor:		Course #:	
Teaching Assistant:		TA Position (i.e. Tutor 1):	
Sec./Tut. # and No. of students per group (where applicable):		Faculty/Department:	

Assigned Duties (As Total Number of Hours)
TAs need to be assigned duties in all categories

Duties	Details	Hours—1 st Meeting Due before end of Sept.	Hours—2 nd Meeting Due before end of Sept.
Tutorial Hours:			
Lecture Attendance:			
Office Hours:			
Preparation:			
Grading Assignments:			
Tests & Exams:			
Meetings:			
Invigilation:			

Lecturing:			
Other (Please provide details):			

TOTAL HOURS (Max. 270 per full Teaching Assistantship; 135 per term):

1st meeting date:	2nd meeting date:
Signature of Course Supervisor	Signature of Course Supervisor
Signature of Teaching Assistant	Signature of Teaching Assistant