

**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)

Course Supervisor \_\_\_\_\_

Course \_\_\_\_\_

Teaching Assistant \_\_\_\_\_

TA Position (e.g. Tutor, Marker/Grader etc.) \_\_\_\_\_

Sec./Tut.# and No. of Students  
Per group (where applicable) \_\_\_\_\_

Faculty/Hiring Unit \_\_\_\_\_

ASSIGNED DUTIES (AS TOTAL NUMBER OF HOURS)  
 (TAs need not be assigned duties in all categories)

1<sup>st</sup> MEETING DATE: \_\_\_\_\_

2<sup>nd</sup> MEETING DATE: \_\_\_\_\_

<b>A) Possible Duties</b>	<b>Details</b>	<b>Hours – 1<sup>st</sup> Mtg.</b>	<b>Hours – 2<sup>nd</sup> Mtg.</b>
Tutorial, Lab, Studio Hours			
Lecture Attendance			
Office Hours			
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>	<b>Details</b>	<b>Hours – 1<sup>st</sup> Mtg.</b>	<b>Hours – 2<sup>nd</sup> Mtg.</b>
Lecturing			
Email other than as described above			
Other (Please Detail)			
Total Hours (Max. 270/Full TAship)			

Please sign:

1<sup>st</sup> Mtg. \_\_\_\_\_  
**TEACHING ASSISTANT**

1<sup>st</sup> Mtg. \_\_\_\_\_  
**COURSE SUPERVISOR**

2<sup>nd</sup> Mtg. \_\_\_\_\_  
**TEACHING ASSISTANT**

2<sup>nd</sup> Mtg. \_\_\_\_\_  
**COURSE SUPERVISOR**

*Note to TA's: If the time required to complete the duties does not correspond to the hours assigned, please notify the course supervisor.*