

Instructions for Use:

This form is to be completed in a meeting between the Course Instructor and the Teaching Assistant prior to the end of the first week of the Teaching Assistant assignment. This form is part of the employment contract of the Teaching Assistant. In the event that the Teaching Assistant duties or hours change during the academic term to which this Form applies, a new copy of the Form must be completed to document the change. Refer to page 2 for instructions on where to submit the completed form.

Banner ID: _____ Pool status: _____ Start Date (yyyy/mm/dd): _____
 Term(s): _____ Faculty of Employment: _____
 Course Name/Number: _____ Lecture CRN: _____ Lab/Tutorial CRN: _____
 Employee Name: _____ Email: _____
 Work Supervisor: _____ Email: _____

Status: Full-time graduate student Part-time graduate student Undergraduate student Non-student

Duties	Hours	Details - Include nature of tasks and any expectations for this work.
1. Preparation and Reading		
2. Demonstrating/Lab Supervision		
3. Leading Tutorials		
4. Attending Lectures		
5. Marking and Entering Marks List each assignment, including timing, the estimated number of tests/papers, etc. per assignment and the estimated time to mark each assignment.		
6. Invigilation		
7. Student Consultation (including email)		
8. Supervision and Field Trips		
9. Meeting with Instructor Regularly		
10. Orientation and Required Training		
11. Other (as discussed on this date)		<input type="checkbox"/> Additional comments have been added on back of page or attached

Total: _____

Course access to Canvas is required.

