

Teaching Assistant Form



SECTION A (For Departmental Use Only)

Name of Teaching Assistant:	Benjamin David Church
Preference Group:	A
Department:	School of Computing
Number and Title of Course:	CISC472: Medical Informatics
Employment Supervisor:	Tamas Ungi
Number of Allotted TA Hours and Remuneration:	38 Hours
Approved by (Head or Delegate):	<i>J Bradshaw</i>
Date Approved:	January 10, 2012

SECTION B

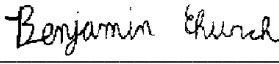
Teaching Assistant Activities	Checklist	Hours	Notes
Contact with Employment Supervisor			
Meetings	<input checked="" type="checkbox"/>	4	
Email	<input type="checkbox"/>		
Other: _____	<input type="checkbox"/>		
Approximate Hours			
	<input type="checkbox"/>	4	
Contact with Students			
Supervising labs & field trips	<input type="checkbox"/>		
Leading tutorials & seminars	<input type="checkbox"/>		
Lecturing	<input type="checkbox"/>		
Classroom preparation, set-up	<input type="checkbox"/>		
Office hours	<input type="checkbox"/>		
Answering email/telephone inquiries	<input type="checkbox"/>		
Monitoring class websites or listserves	<input checked="" type="checkbox"/>	4	
Other: _____	<input type="checkbox"/>		
Approximate Hours		4	
Total number of approximate TA hours (page 1)			
		8	

Teaching Assistant Form (Page 2)

Teaching Assistant Activities	Checklist	Hours	Notes
Marking and Grading			
Term tests & quizzes	<input type="checkbox"/>		
Mid-term exams	<input type="checkbox"/>		
Written assignments	<input checked="" type="checkbox"/>		
Lab assignments	<input type="checkbox"/>	30	
Final exams	<input type="checkbox"/>		
Administrative functions (e.g., grade entry & proctoring)	<input type="checkbox"/>		
Other: _____	<input type="checkbox"/>		
Approximate Hours		30	
Other Duties			
Attending lectures	<input type="checkbox"/>		
Preparation time	<input type="checkbox"/>		
Employer required training	<input type="checkbox"/>		
Assisting with audio-visual equipment	<input type="checkbox"/>		
Practicing lab techniques	<input type="checkbox"/>		
Maintaining laboratory safety	<input type="checkbox"/>		
Post-lab clean up	<input type="checkbox"/>		
Other: _____	<input type="checkbox"/>		
Approximate Hours			
Total number of approximate TA hours (page 2)		30	
Total number of approximate TA hours (page 1)		8	
Total number of TA hours		38	
(must equal total allotted for the course)			

The TA agrees that the TA activities and approximate hours indicated on this form are subject to change by the Employment Supervisor. The TA and Employment Supervisor agree that any change to the total number of TA hours should be made in accordance with Article 16.07 (g) "Hours of Work" of the Collective Agreement. The TA and Employment Supervisor acknowledge that any potential conflicts (as defined at Article 12.03 "Appointments" of the Collective Agreement) regarding the TA and this appointment has been discussed.


 Employment Supervisor (Signature)


 TA (Signature)

January 11, 2017
 Date

January 11, 2017
 Date

Note to TA: As a Teaching Assistant you are represented by the Public Service Alliance of Canada, Local 901. Your terms and conditions of employment and bargaining rights are set out in the Collective Agreement which can be found at: www.hr.queensu.ca/agreements/agreements.php and www.psa901.org.

A TA may exercise reasonable intellectual discretion in relation to the course objectives and content, and in accordance with guidelines set out by the Employment Supervisor, without reprisal or discipline.