

**APPENDIX A
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)

<u>Jeta Molla</u> Course Supervisor <u>Cong Wang</u> Teaching Assistant Sec./Tut. # and No. of Students Per group (where applicable)	<u>MATH 1013</u> Course <u>Grader</u> TA Position (e.g. Tutor, Marker/Grader etc.) <u>Mathematics and Statistics</u> Faculty/Hiring Unit
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ASSIGNED DUTIES (AS TOTAL NUMBER OF HOURS)
(TAs need not be assigned duties in all categories)

1st MEETING DATE: _____

2nd MEETING DATE: _____

A) POSSIBLE DUTIES	Details	Hours – 1st Mtg.	Hours – 2nd Mtg.
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) POSSIBLE DUTIES WITH CONSENT			
Lecturing			
Email other than as described above			
Other (Please Detail)			
Total Hours (Max. 270/Full TAship)			

Please Sign:

1st Mtg. 
TEACHING ASSISTANT

1st Mtg. _____
COURSE SUPERVISOR

2nd Mtg. _____
TEACHING ASSISTANT

2nd 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.