

## SCHEDULE E – ALLOCATION OF HOURS FORM

Pursuant to Article 12.02(a), this form documents the allocation of hours anticipated to be assigned to the Teaching Assistant (“TA”) for the duties itemized below. Both the instructor and TA should keep a copy of the completed form for their own records.

The purpose of this form is to help both the TA and instructor allot adequate time for the duties of the TA. It is a tool to help plan the term and should facilitate discussion between the TA and instructor. It will also delineate reasonable expectations for the course. This form recognizes that courses can evolve over the length of a term and supports ongoing discussion between the instructor and the TA as to the ongoing allocation of hours.

Department: Philosophy Vantage College (Yes/No): No

Name of TA: Bianca Crewe

Name of Instructor and/or Supervisor in Charge: Stefan Lukits

Course(s): PHIL 375 001

Term and year: Summer 1 2018

Total hours: 192

Assigned Duty	Hours Allocated	Assigned Duty	Hours Allocated
Union Orientation <sup>i</sup>	2	Laboratories	
Job Training	2	Marking Assignments/Labs	104
Class Preparation	5	Online resources Facilitation/Management	
Attendance at Lectures	21	Invigilating Exams	3
Office Hours/Student Meetings	12	Marking Exams	20
Other Student Contact <sup>ii</sup>	13	Field Trips	
TA/Teaching Team Meetings	2	Vacation Time <sup>iii</sup>	8
Safety Training		Other Duties (Specify on reverse)	

Other Duties:

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<sup>i</sup> As per Article 3.02

<sup>ii</sup> May include electronic correspondence with students or other student contact duties outside of office hours.

<sup>iii</sup> As per Article 16.02



- i As per Article 3.02
- ii May include electronic correspondence with students or other student contact duties outside of office hours.
- iii As per Article 16.02