**Research Assistant Schedule, Digital Cultures Lab**

**Fall 2016 – Sept. 26 thru Dec. 2**

**Digital Cultures Lab Schedule (@lab)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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|  |  |  |  |  |  |
| Total Hours: | Total Hours: | Total Hours: | Total Hours: | Total Hours: | Total Hours: |
|  |  |  |  |  |  |

No more than 20 total hours a week doing archival work, running pop-up labs, conducting assigned tasks outside the labs, or being present for workshops and display sessions.

There will be some work assignments that will take place outside the lab context. I.e.: blog posts, social media, etc., which can be done at home or at leisure. The time allocated to these tasks should not occur on holidays or Sundays and should not take precedence over other lab tasks except where directed to do so.

From time to time, there may be special circumstances that require presence at a workshop or display session. When required, the time for the workshop or display session will take precedence over all other allocated time, with remaining hours being put toward ongoing projects, then other assigned tasks.

The above schedule assumes that all applicable holidays will be taken (Thanksgiving, Remembrance Day, etc.) and that no work will occur on these days, or on Sundays. As well, work hours cannot exceed 6.5 hours a day (so watch Tuesdays).

I have read and understand the above:

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Research Assistant David N. Wright, Supervisor