

# FALL 2020

## FORM 1 – OUTLINE OF DUTIES

### Description of Duties and Allocation of Hours

Name:		
Student Number:		
Course Number:		
Supervising Professor: Dr.		
Duties	Hours per task	
	Initial	Revised
Training:		
Preparation:		
Contact:		
Marking/Grading Estimated Enrolment per TA:  <div style="font-size: 1.5em; font-family: cursive;">Mark exam papers.</div>	47	
Other Duties:  <div style="font-size: 1.5em; font-family: cursive;">Record marks.</div>	3	
<div style="text-align: right;"><b>TOTAL HOURS:</b> « »</div> <div style="font-size: 1.2em;">(NOTE: Where an assistant believes that they are likely going to exceed their contracted hours in a particular semester, the assistant must inform their supervisor, in writing <b>or via e-mail</b>, at least 20 hours prior to completion of the hours allotted in their contract.)</div>	50	
Prepared by (Supervisor): Dr.	Signature: 	Date: <div style="font-size: 1.2em; font-family: cursive;">Sept 21/2020</div>
Approved by (Chair/Designated Authority): Department Head, Richard J. Caron	Signature:	Date:
Accepted by (Teaching Assistant):	Signature:	Date:
<b>MID COURSE REVIEW CHANGES</b> (if no changes, record date of meeting and note no changes)		
Date of Meeting:	Prepared by (Supervisor signature):	
Approved by (Chair/Designated Authority Signature):	Teaching Assistant Signature:	