



Undergraduate Assistantship Timesheet

This form must be completed and **sent through the following email** to the Research and Innovation Bureau by the Undergraduate Assistant **within 2 weeks** after the end of each CamTech's term. Email: assistantship@camtech.edu.kh

Full Name: _____ Sex: _____

Major: _____ Faculty: _____

| Undergraduate Assistantship Duties and Responsibilities | | |
|---|---|-----------------------------|
| N | Duties and Responsibilities | Average Number of Hour/Week |
| 1 | Assisting in a course | |
| 2 | Grading for a course | |
| 3 | Assisting in administrative and logistic work | |
| 4 | Assisting the supervisor on his/her research projects | |
| 5 | Assisting the supervisor on his/her innovation projects | |
| 6 | Developing professional conference and seminar | |
| 7 | Maintaining regular office hours to meet with students | |
| 8 | Answering students' email | |
| 9 | Tutoring | |
| 10 | Developing administrative and other professional skills | |
| 11 | Other: (Please specify the duties) | |
| Total | | |

Name of Undergraduate Assistant



Signature

Date

Name of Supervisor

Signature

Date

Note: The Undergraduate Assistant should also cc their Undergraduate Assistantship Supervisor in the email to the Research and Innovation Bureau.