

course. The form is to be completed by the Course Supervisor, in discussion with the Teaching Assistant, by the end of the drop/add period. In the case that work begins more than 2 weeks before the beginning of the term, the form is to be completed within 20 days of the commencement of the work. One copy of the completed form is to be remitted to the Teaching Assistant along with a copy of the Course Syllabus; another copy is to be retained by the Course Supervisor, and

Please note that a full Teaching Assistant position consists of 180 hours per contract period, with the Teaching Assistant working, on average, 12 hours per week. However, the allocation of time is an estimate and the Teaching Assistant is expected to allocate time as required during peak periods, such as exam period. The amount of time allocated for grading should be consistent with the objective of delivering high quality education. The Course Supervisor and the Teaching Assistant both to be given consideration.

Any revision of objectives as provided for in 11.02.03, and nothing in this Workload Form detracts from the exercise of their academic duties.

Once a Teaching Assistant has been offered a position, the Teaching Assistant may request from the Hiring Unit a copy of the most recent previous Workload Form for the course for which they have been offered a position. The Hiring Unit designee will provide this previous form upon this request.

Course Details

Course Title: _____

Department: _____ Faculty: _____

Course Number: _____ Section: _____ Term: _____

Approximate Number of Students Registered in the course: _____

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Preparation for conferences / lab demonstrations, reading of material / assignments, discussions with students, and performances					
Leading conferences and/or demonstrating laboratory sessions					
Course Attendance Attend the Course 6 X S H U Y L V R U lectures					

Exam Assistance
Attending in-class exams; delivering exam materials; answering questions during examination; making corrections during examination

ACKNOWLEDGED:

Course Supervisor signature: _____ Date: _____

Teaching Assistant signature: _____ Date: _____

REVISED ALLOCATION OF HOURS AND/OR OBJECTIVES:

Additional hours requested by Course Supervisor: YES NO

Course Supervisor signature: _____ Date: _____

Teaching Assistant signature: _____ Date: _____

Hiring Unit Authorization (No additional hours will be worked without prior authorization by Hiring Unit):

YES NO

Hiring Unit representative signature: _____ Date: _____

C.C. Teaching Assistant
Course Supervisor
Departmental Employee file