

**APPENDIX A**  
**TA WORKLOAD FORM –**  
**ASSIGNMENT OF DUTIES TO TEACHING ASSISTANTS**  
*(Original to Teaching Assistant, copy to Assistant to the Chair and Course Supervisor and CUPE 3903)*

Course Supervisor \_\_\_\_\_ Course \_\_\_\_\_  
 Teaching Assistant \_\_\_\_\_ TA Position (e.g. Tutor, Marker/Grader etc.) \_\_\_\_\_  
 Sec./Tut. # and No. of Students \_\_\_\_\_ Faculty/Hiring Unit \_\_\_\_\_  
 Per group (where applicable)

**ASSIGNED DUTIES (AS TOTAL NUMBER OF HOURS)**  
*(TAs need not be assigned duties in all categories)*

1st MEETING DATE: \_\_\_\_\_

2nd MEETING DATE: \_\_\_\_\_

A) POSSIBLE DUTIES	Details	Hours – 1st Mtg.	Hours – 2nd Mtg.
Tutorial, Lab, Studio Hours			
Lecture Attendance			
<b>Office Hours</b>			
Preparation			
Grading – Assignment/Test #1			
Grading – Assignment/Test # 2			
Exam Grading			
Meetings			
Invigilation			
Training (Up to 10 hours)			
Email communications where required for the proper instruction of the subject matter of the course (e.g. computer skills and internet courses)			
<b>B) POSSIBLE DUTIES WITH CONSENT</b>			
Lecturing			
<b>Email other than as described above</b>			
Other (Please Detail)			
Total Hours (Max. 270/Full TAship)			

Please Sign:

1st Mtg. \_\_\_\_\_ 1st Mtg. \_\_\_\_\_  
*TEACHING ASSISTANT COURSE SUPERVISOR*

2nd Mtg. \_\_\_\_\_ 2nd Mtg. \_\_\_\_\_  
*TEACHING ASSISTANT COURSE SUPERVISOR*

Note to TA's: If the time required to complete the duties does not correspond to the hours assigned, please notify the course supervisor.