

DESCRIPTION OF DUTIES AND ALLOCATION OF HOURS Graduate Assistants

The Supervisor and the Graduate Assistant are referred to Article 14 – Hours of Work and Work Assignment for full details for completing this form. The parties will discuss this information, taking into account course enrolment, nature of assignments and expectations for grading, etc in determining reasonable workload.

The Graduate Assistant must initiate any requested changes to the assignment by submitting an Employment Contract Amendment Request, (Appendix B1) or by notifying their supervisor in writing as outlined in Article 14.05.

Academic Term(s) _____ Start Date (if not beginning of term) _____

Unit _____ Course Name & Number _____

Member Name _____ e-mail address _____

Supervisor _____ e-mail address _____

Duties	Approx. Hrs.	Details include nature of tasks and expectations of grading. If necessary, note the time and location where the projected workload is likely to exceed 10 hours.
1. Preparation (e.g. reading, lab meetings)		
2. In class (e.g. tutorials, lectures, labs)		
3. Marking and invigilation		
4. Student Consultation (e.g. office hours, e-mail)		
5. Supervision of Field Work		
Other (as discussed on this date)		
Total Hours / Term		

Supervisor

Date

Graduate Assistant

Date