

GRADUATE ASSISTANT ASSIGNMENT OF WORK

SPACE ASSIGNED _____

Fall/Winter ☐ Fall ☐ Winter ☐

Instructions for Graduate Coordinators: Please ensure one form for each Graduate Assistant in your program is completed. Keep one copy for your files and send the original to the Faculty of Graduate Studies **no later than 30 SEPTEMBER.** Please ensure the Graduate Assistant's space has been recorded above.

Student's Name: _____ ID#: _____ Academic Unit: _____

Fall (Course Title & Number): _____ Instructor: _____

Fall (Course Title & Number): _____ Instructor: _____

Winter (Course Title & Number): _____ Instructor: _____

Winter (Course Title & Number): _____ Instructor: _____

Duties that have been mutually agreed upon between the Graduate Assistant and the assigned course instructor:

	Fall Hours	Winter Hours
<input type="checkbox"/> Class preparation	_____	_____
<input type="checkbox"/> In-class teaching	_____	_____
<input type="checkbox"/> Demonstrating	_____	_____
<input type="checkbox"/> Leading seminar	_____	_____
<input type="checkbox"/> Supervising laboratories	_____	_____
<input type="checkbox"/> Grading/marking	_____	_____
<input type="checkbox"/> Consulting with students	_____	_____
<input type="checkbox"/> Holding assigned office hours	_____	_____
<input type="checkbox"/> Invigilating tests/exams	_____	_____
<input type="checkbox"/> Conducting field trips	_____	_____
<input type="checkbox"/> Other (please specify – must be related to GA/RA duties)	_____	_____
Total Hours	_____	_____

NOTE: The CUPE Agreement states that Graduate Assistants are to limit the number of hours of work to an average of 10 hours per week in any given semester of employment. Instructors/supervisors are expected to maintain logs of actual time usage.

Graduate Assistant's Signature Date Graduate Coordinator's Signature Date

Supervisor's Signature Date Dean of Faculty of Graduate Studies Signature Date