

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 Office of Graduate Studies **no later than SEPTEMBER 30 2013.**

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:

	<b>Fall Hours</b>	<b>Winter Hours</b>
___ Class preparation:	___	___
___ In-class teaching:	___	___
___ Demonstrating	___	___
___ Leading Seminar	___	___
___ Supervising laboratories	___	___
___ Grading/marking	___	___
___ Consulting with students	___	___
___ Holding assigned office hours	___	___
___ Invigilating tests/exams	___	___
___ Conducting field trips	___	___
___ Other (please specify)	___	___
Total Hours:	135	135

**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