

Name: _____
 Course #: _____
 Department: _____
 Semester: _____

TA WORK LOG

for personal and Union use only

Keep a work log of all time spent working for your Teaching Assistantship.



Check your TA Assignment of Duties to ensure you are doing (and only doing) what you were contracted to do.

Duties	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	Exam Time	Total Hours
Administration																			
Grading																			
Lab Clean Up																			
Lab Supervision																			
Lab Demonstration																			
Lecture Attendance																			
Discussion Groups / Seminars																			
Preparation Time																			
Office Hours																			
Grading																			
Conduct Lab																			
Conduct Tutorial																			
Office Hours																			
Proctoring																			
Marking Essays, other assignments																			
Marking Exams																			
Compulsory Orientation/Training																			
Meeting with Supervisor																			
Other:																			

- There are only full and half TAships. Both require 10 hours per week of work. For a semester, a full TAship is 130 hours per term, a half TAship is 65 hours per term.
- You should have minimum fluctuations in hours of work and are not required to work in excess of 15 hours in any calendar week, except in the case of a compressed position.
- No supervisor shall request that an employee work, and no employee should work, hours in excess of those specified without written authorization of the department head.
- **Employees shall not be required to grade and correct papers or examinations during a period of 5 calendar days immediately prior to an examination or defense, or 3 days prior to any other course requirement.**