**University of British Columbia**

**DEPARTMENT OF POLITICAL SCIENCE**

**Teaching Assistant Anticipated Workload**

Teaching Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following is the instructor’s best estimate of the expected allocation of teaching assistant duties. There may be unanticipated shifts between activities, but the total hours performed cannot exceed the hours required of the appointment, which normally are 192 hours (average 12 hours per week) for a full one-term TAship, or 96 hours (average 6 hours per week) for a half one-term TAship, applied to the periods September 1-December 31 for Term I and January 1-April 30 for Term II. This work is likely to be distributed unevenlyacross the term, with some weeks requiring work significantly above the average.

|  |  |  |
| --- | --- | --- |
| **Duties and Responsibilities** | **Hours/Week** | **Hours/Term** |
| 1. Preparation for tutorials |  |  |
| 2. Attendance at planning/coordinating meetings with Instructor |  |  |
| 3. Attendance at lectures |  |  |
| 4. Attendance at tutorials |  |  |
| 5. Office hours/student consultation |  |  |
| 6. Grading, including projected dates  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 7.Quiz preparation/assist in exam preparation |  |  |
| 8. Reading course texts |  |  |
| 9. Vacation Time (8 hours for full TA / 4 for half TA) |  |  |
| 10. Invigilation of Exams (Allow for the length of this course’s exam plus 1 hour) |  |  |
| 11. Other- Specify (e.g. re-reads, lectures, etc.)  Retrieval of course materials, 1 lecture & prep |  |  |
| 12. TA Training (required; consult training requirements table to tally appropriate number of hours for each TA) |  |  |
| **REQUIRED TOTAL HOURS** |  |  |

**Should the TA be included in the Student Evaluations of Teaching**? Yes No

Select yes only if the TA duties involve substantial and direct instructional time.

Teaching Assistants and Course Instructors should familiarize themselves with duties set out in Articles 12.04 and 14.06 of the Collective agreement, CUPE, Local2278 (2002-05) and Hours of Work in Article 14.01. **PLEASE RETURN THE COMPLETED FORM TO THE GRADUATE SECRETARY.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching Assistant (Signature) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor (Signature) Date