

## APPENDIX II Teaching Assistant Workload Form

This form sets out the objectives of the Teaching Assistantships for the stated course. The form is to be completed by the Course Supervisor, in discussion with the Teaching Assistant, by the end of the drop/add period. In the case that work begins more than 2 weeks before the beginning of the term, the form is to be completed within 20 days of the commencement of the work. One copy of the completed form is to be remitted to the Teaching Assistant along with a copy of the Course Syllabus; another copy is to be retained by the Course Supervisor, and a third copy is to be placed in the Teaching Assistant's departmental employee file.

Please note that a full teaching assistantship consists of 180 hours per contract period, with the teaching assistant working, on average, 12 hours per week. However, the allocation of time is an estimate and the Teaching Assistant is expected to allocate time as required during peak periods, such as exam period. The amount of time allocated for grading should be consistent with the objective of delivering high quality education. The Course Supervisor and the Teaching Assistant are encouraged to discuss any difficulties with the allocation of these objectives well in advance of the end of the term in order to best deliver the needs of the course and with due consideration to the peak periods. **The Course Supervisor and Teaching Assistant shall meet within 2 weeks of mid-term to review the objectives and make appropriate revisions as required.**

All assigned duties of the Teaching Assistant are part of the Teaching Assistant's work, including any revision of objectives as provided for in 11.02.03 and nothing in this Workload Form detracts from the Course Supervisor's pedagogical autonomy in the exercise of her academic duties.

### Course Information

<b>Course Name:</b>	
<b>Department:</b>	
<b>Faculty:</b>	
<b>Course Number:</b>	
<b>Section:</b>	
<b>Term:</b>	

**No. of Students Registered:**  **No. of Students in TA's conferences/labs:**

### Teaching Assistant Information

<b>Teaching Assistant Name:</b>	
<b>Employ/Student ID Number:</b>	
<b>McGill Status (Indicate degree program and year):</b>	
<b>Email:</b>	
<b>Telephone:</b>	

### Course Supervisor Information

<b>Supervisor Name:</b>	
<b>Supervisor Email:</b>	
<b>Supervisor Telephone:</b>	

**Full Teaching Assistantship (180 hours)**

**Course Syllabus is attached**

**Partial Teaching Assistantship**

**Indicate Number of Hours:**

**Breakdown of hours has been decided by both the course supervisor and the TA**

**Check if the course supervisor is also the TA's research supervisor**

Objectives	Approx. hours per week per objective, where applicable	Total hours per term per objective	Comments	Revision of allocation of objectives
<b>Meeting(s) with Course Supervisor</b> <i>Establish guidelines and marking policies; discuss the topics or material for conferences, as well as other concerns or difficulties with workload.</i>				
<b>Reading</b> <i>Read the required material for the class and other secondary material necessary for the preparation of conferences and class discussions.</i>				
<b>Preparation</b> <i>Prepare for conferences, discussions with students, and performances.</i>				
<b>Course Specific Training</b> <i>As required by the Course Supervisor</i>				
<b>Leading conferences, and/or demonstrating laboratory sessions</b> <i>Clarify reading material or assignment for students; lead discussions, work with students in laboratories</i>				
<b>Course Attendance</b> <i>Attend the course supervisor's regular lectures</i>				
<b>Invigilation</b> <i>Attend and/or be responsible for in-class exams</i>				
<b>Office hours</b> <i>Indicate office hours that the TA is expected to fulfill. (includes in-person contact, telephone conversations, e-mail communications and other electronic communications).</i>				
<b>E-mail communications, online course management, and other contact hours</b> <i>Indicate all other contact hours that the TA is expected to fulfill (including e-mail communications, in-person contact, telephone conversations, contributing to content management systems, and other electronic communications).</i>				
<b>Evaluation/Grading</b> <i>Indicate nature of assignment/exam(s), the approximate hand-in date (except for final exams), the method of marking, and approximate time allocated per student for grading, as well as the number of students the TA will be responsible for under each assignment/exam.</i>				

Objectives	Approx. hours per week per objective, where applicable	Total hours per term per objective	Comments	Revision of allocation of objectives
<b>a) Assignments:</b> <i>Indicate the assignment name, the approximate hand-in date, and the estimated time to be allocated by the TA for each assignment per student.</i>				
<b>Assignment 1:</b> <input type="text"/>				
<b>Date:</b> <input type="text"/> No. of Students <input type="text"/> X Estimate minutes/students <input type="text"/>				
<b>Assignment 2:</b> <input type="text"/>				
<b>Date:</b> <input type="text"/> No. of Students <input type="text"/> X Estimate minutes/students <input type="text"/>				
<b>Assignment 3:</b> <input type="text"/>				
<b>Date:</b> <input type="text"/> No. of Students <input type="text"/> X Estimate minutes/students <input type="text"/>				
<b>b) Mid Term Exam:</b>				
<b>Type:</b> <input type="text"/>				
<b>Date:</b> <input type="text"/> No. of Students <input type="text"/> X Estimate minutes/students <input type="text"/>				
<b>c) Paper:</b> <i>Indicate the estimated time to be allocated by the TA for each paper per student.</i>				
<b>Paper 1:</b> <input type="text"/>				
<b>Date:</b> <input type="text"/> No. of Students <input type="text"/> X Estimate minutes/students <input type="text"/>				
<b>Paper 2:</b> <input type="text"/>				
<b>Date:</b> <input type="text"/> No. of Students <input type="text"/> X Estimate minutes/students <input type="text"/>				
<b>Paper 3:</b> <input type="text"/>				
<b>Date:</b> <input type="text"/> No. of Students <input type="text"/> X Estimate minutes/students <input type="text"/>				
<b>d) Final Exam</b>				
<b>Type:</b> <input type="text"/>				
<b>Date:</b> <input type="text"/> No. of Students <input type="text"/> X Estimate minutes/students <input type="text"/>				
<b>e) Entering Marks Electronically</b> <i>Note: Final course marks must be entered within 7 calendar days following the final exam. Where there is no final exam, course marks must be entered within 7 calendar days of the end of classes</i>				
<b>f) Other :</b>				
<b>Other Duties</b> <i>Indicate such other duties (e.g. field trips, web-site updates and such other administrative tasks) to be performed by the TA for the delivery of this course</i>				

**ACKNOWLEDGED:**

Course Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Teaching Assistant \_\_\_\_\_ Date \_\_\_\_\_

**REVISION OF OBJECTIVES:**

Course Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Teaching Assistant \_\_\_\_\_ Date \_\_\_\_\_

- c.c. Teaching Assistant  
 Course Supervisor  
 Departmental Employee file  
 Human Resources (Employee Relations)