

## APPENDIX II

### Teaching Assistant Workload Form

This form sets out the objectives of the Teaching Assistantship 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

Course Name:	
Department:	
Faculty:	
Course Number:	
Section:	
Term:	

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

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

#### Course Supervisor Information

Supervisor Name:	
Supervisor Email:	
Supervisor Telephone:	

- Full Teaching Assistantship (180 hours)
- Course Syllabus is attached
- Partial Teaching Assistantship

Indicate Number of Hours:

Leading conferences, and/or demonstrating laboratory sessions Clarify reading material or assignment for students; lead discussions, work with students in laboratories
Course Attendance Attend the course supervisor's regular lectures
Invigilation Attend and/or be responsible for in-class exams
Office hours Indicate office hours that the TA is expected to fulfill. (includes in-person contact, telephone conversations, e-mail communications and other electronic communications).
E-mail communications, online course management, and other contact hours
Evaluation/Grading 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.

Objectives	Approx. hours per week per objective, where applicable	Total hours per term per objective	Comments
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a) Assignments: Indicate the assignment name, the approximate hand-in date, and the estimated time to be allocated by the TA for each assignment per student.

Assignment 1: <input data-bbox="207 153 675 205" type="text"/>			
Assignment 3: <input data-bbox="207 388 675 441" type="text"/>			

b) Mid Term Exam:

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c) Paper: Indicate the estimated time to be allocated by the TA for each paper per student.

Paper 1: <input data-bbox="207 690 675 743" type="text"/>			