**FORM 1**

**Description of Duties and Allocation of Hours**

|  |
| --- |
| **Student Name:** |
| **Student number:** |
| Department: |
| Course Number & Title: |
| Supervising Professor: |
| Duties | *Hours per task* |
|  | *Initial* | *Revised* |
| Training: |  |  |
| Preparation: |  |  |
| Contact: |  |  |
| Marking/Grading Estimated Enrolment per GA/TA: |  |  |
| Other Duties: |  |  |
| **TOTAL HOURS**(*NOTE: Where an assistant believes that they are likely going to exceed their contracted hours in a particular semester, the assistant must inform their supervisor, in writing* ***or via e-mail****, at least 20 hours prior to completion of the hours allotted in their contract.)* |
| *Prepared by (Supervisor):* | *Signature:* | *Date:* |
| *Approved by (Chair/Designated Authority):* | *Signature:* | *Date:* |
| *Accepted by (Graduate/Teaching Assistant):* | *Signature:* | *Date:* |
| **MID COURSE REVIEW CHANGES** *(if no changes, record date of meeting and note no changes)* |
| *Date of Meeting:* | *Prepared by (Supervisor signature):* |
| *Approved by (Chair/Designated Authority Signature):* | *Graduate/Teaching Assistant Signature:* |