

FORM 1

Description of Duties and Allocation of Hours

Student Name:		
Student number:		
Department:		
Course Number & Title:		
Supervising Professor:		
Duties	<i>Hours per task</i>	
	<i>Initial</i>	<i>Revised</i>
Training:		
Preparation:		
Contact:		
Marking/Grading Estimated Enrolment per GA/TA:		
Other Duties:		
TOTAL HOURS		
<i>(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.)</i>		
<i>Prepared by (Supervisor):</i>	<i>Signature:</i>	<i>Date:</i>
<i>Approved by (Chair/Designated Authority):</i>	<i>Signature:</i>	<i>Date:</i>
<i>Accepted by (Graduate/Teaching Assistant):</i>	<i>Signature:</i>	<i>Date:</i>
MID COURSE REVIEW CHANGES <i>(if no changes, record date of meeting and note no changes)</i>		
<i>Date of Meeting:</i>	<i>Prepared by (Supervisor signature):</i>	
<i>Approved by (Chair/Designated Authority Signature):</i>	<i>Graduate/Teaching Assistant Signature:</i>	