

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. 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 Name _____		Department _____	
Faculty _____			
Course Number _____	Section _____	Term _____	Number of Students Registered _____
Name of Course Supervisor _____		E-mail _____	Telephone _____
Name of Teaching Assistant _____		McGill Status (indicate degree program and year) _____	
E-mail _____		Telephone _____	
<input type="checkbox"/>	Full Teaching Assistantship (180 hours)		
<input type="checkbox"/>	Partial Teaching Assistantship Indicate number of hours _____		
<input type="checkbox"/>	Course Syllabus is attached		

Objectives	Approximate hours per week per objective, where applicable	Total hours per term per objective	Comments	Revision of allocation of objectives
Meeting(s) with Course Supervisor <i>Establish guidelines and marking policies; discuss the topics or material for conferences, as well as other concerns or difficulties with workload.</i>				
Preparation <i>Read and review required course material, lecture materials and prepare for discussions with students.</i>				
Course-specific Training <i>As required by the Course Supervisor</i>				
Leading conferences and/or demonstrating laboratory sessions <i>Clarify reading material or assignment for students; lead discussions, work with students in laboratories.</i>				
Course Attendance <i>Supervisors may require TAs to attend their regular lecture or in-class exams as part of their total workload.</i>				
Contact hours <i>Indicate office hours and other contact hours that the TA is expected to fulfill (includes in-person contact, telephone conversations, e-mail communications and other electronic communications).</i>				

Objectives	Approximate hours per week per objective, where applicable	Total hours per term per objective	Comments	Revision of allocation of objectives
Grading Indicate nature of assignment/exam(s), 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.				
a) <u>Assignments:</u> Indicate the assignment name and the estimated time to be allocated by the TA for each assignment per student. Assignment 1: _____ _____ number of students x _____ estimate minute/student Assignment 2: _____ _____ number of students x _____ estimate minute/student Assignment 3: _____ _____ number of students x _____ estimate minute/student				
b) <u>Mid Term Exam</u> Type: _____ _____ number of students x _____ estimate minute/student				
c) <u>Paper</u> Indicate the estimated time to be allocated by the TA for each paper per student. Paper 1: _____ number of students x _____ estimate minute/student Paper 2: _____ number of students x _____ estimate minute/student Paper 3: _____ number of students x _____ estimate minute/student				
d) <u>Final Exam</u> Type: _____ _____ number of students x _____ estimate minute/student				
e) <u>Entering marks electronically</u> <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>				
f) <u>Other</u>				
Other duties 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.				
		Total		Total
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)