

Teaching Assistant Work Log

Name: _____

Course: _____

Department: _____

Semester: _____

Check your Assignment of Work Agreement to ensure you are doing (and only doing) what you were contracted to do.

Inform your supervisor if you are close to your total hours.

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	Wk 18	Total Hours	
Date:																				
Orientation/Training																				
Preparation																				
Attending Lectures																				
Conducting Labs/Seminars																				
Grading																				
Office Hours																				
Student Consultation																				
Supervisor/TA Meetings																				
Invigilating Exams																				
Supervising Field Trips																				
Other:																				
Other:																				
Total Hours for Week																				
Total Hours for Semester																				

Note: For a full TAship, being asked or authorized to work more than 28 hours in any given week entitles you to extra pay on your next pay cheque - even though you may not have yet reached your 140 hours. For a 0.75 or 0.5 TAship, being asked or authorized to work more than 20 hours in any given week entitles you to extra pay on your next pay cheque - even though you may not have yet reached your 105 or 70 hours.

You cannot normally be expected to work more than 7 hours in any given day.