

Name: \_\_\_\_\_

Course: \_\_\_\_\_

Department: \_\_\_\_\_

Semester: \_\_\_\_\_

# Teaching Assistant Work Log

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.**