# Assignment of Duties for Graduate Student Teaching Assistantship
## in the Faculty of Arts & Science

Graduate student's name: _____     ID number : _____

Program: (circle one)     M.A.     M.Sc.    Ph.D.     Major: _____

Initial starting date in the program: _____(year) _____(month) _____(day)

Supervisor's name: _____     Department: _____

_____

**ASSIGNED DUTIES (BY SEMESTER):** Duties are based on departmental needs.  Lab instruction/marking/tutoring are of higher priority, and course/lab set-up or assistance to instructors is secondary.  If needed, students may be assigned duties in a related discipline in another department. Graduate assistants should 1) consult course outlines for dates of tests/assignments if they are assigned to marking; and 2) assume that their duties will extend **to two days after the end of the final exam period**, unless otherwise notified by the instructor with whom they are working.

Coordinators should also complete the first part of the "Performance Expectations and Evaluation" form with the student.   The final part is completed at the end of the assignment to evaluate the student's work.

**Summer _____ Semester** assignment (May 1$^{st}$ to August 31$^{st}$); please use the designations given above:
         (Year)

      Course:_____

      Duty:_____

      Hours:_____

      Instructor: _____Date:_____

**Fall _____ Semester** assignment (September 1$^{st}$ to December 31$^{st}$); please use the designations given above:
         (Year)

      Course:_____

      Duty:_____

      Hours:_____

      Instructor: _____Date:_____

**Spring _____ Semester** assignment (January 1$^{st}$ to April 30$^{th}$); please use the designations given above:
         (Year)

      Course:_____

      Duty:_____

      Hours:_____

      Instructor: _____Date:_____

SIGNATURES of AGREEMENT:

      Student:_____Date:_____

      Supervisor: _____     Date: _____

      Coordinator: _____     Date: _____

      Department Chair:_____     Date:_____

      Dean/Associate Dean:_____Date:_____

**Note:**     **Students are required to complete 120 hours of TA duties each academic year in their program of study, but no more than 60 hours per semester. Please return completed form to the Dean's Office (A570) as soon as admission to the School of Graduate Studies has been confirmed.**