## Appendix C Graduate Assistantship Time Use Guideline Form

This form must be completed by the Graduate Assistantship Supervisor and graduate student at the start of each University Term. This does not replace the requirement for a Letter of Appointment. The purpose of this form is to outline the estimated hours necessary to complete the assigned duties and to assure that the required duties can be performed within the assigned hours. Note: a Graduate Teaching Assistant and a Graduate Research Assistant performing duties which are not directly related to their own research cannot work more than 192 hours in a four-month term (average of 12-hours per week) regardless of the number of teaching and/or research assistantship appointments held.

	Assist	tantship Appointment Start date:		End Date:	
	Avera	age Hours Per Week:			
	(as per le	per letter of appointment maximum 12 hours per week total)			
		GRADUATE TEACHING ASSISTANTSHIP			
		Sample of Duties and Respo	nsibilities		Average Hrs/Wk
		Preparation for labs/tutorials			
		Attendance at lecturers			
		Teaching labs/tutorials			
		Office hours for students	lah raparta ayama		<u> </u>
		Grading assignments, essays,	iab reports, exams		
		Examination preparation Training			
		Other – specify			+
		,			
		TOTAL HOURS (as per letter	or appointment)		
		GRADUATE RESEARCH ASSISTANTSHIP			
		Outline Research Duties - Er	nter duties below		Average
		(e.g. literature searches, lab duties,	data analysis)		Hrs/Wk
		TOTAL HOURS (as per letter	of appointment)		
		☐ GRADUATE RESEARCH ASSISTANTSHIP FELLOWSHIP			
		It is recommended that GRAFs and academic supervisors discuss expected tasks for each term (enter tasks below).			cted
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		☐ Vacation dates revie	ewed (one week per term	vacation entitlement	)
ame of Graduate Assistant		duate Assistant	Signature		Date
lame	of Gra	duate Assistantship Supervisor	Signature		Date
			_		
riginal	I: Filed in	Department Copies: Graduate	Assistantship Supervisor, Gradu	ate Student	

Per: Collective Agreement Sept 1, 2016 to Aug 31, 2018

Student Name and ID#:

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