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 fourmonth term (average of 12-hours per week) regardless of the number of teaching and/or research assistantship appointments held.

	GRADUATE TEACHING ASSISTANTSHIP						
	Sample of Duties and Respon	sibilities	Average Hrs/Wk				
	Preparation for labs/tutorials						
	Attendance at lecturers Teaching labs/tutorials Office hours for students Grading assignments, essays, lab reports, exams Examination preparation Training						
	Training Other – specify						
	[Enter specific duties]						
	TOTAL HOURS (as per letter o	f appointment)					
	☐ GRADUATE RESEARCH ASSISTANTSHIP						
	Outline Research Duties		Average				
	(e.g. literature searches, lab duties,	data analysis)	Hrs/Wk				
	[Enter duties]						
	GRADUATE RESEARCH ASSISTANTSHIP FELLOWSHIP It is recommended that GRAFs and academic supervisors discuss expected tasks for each term. [enter tasks] Vacation dates reviewed (one week per term vacation entitlement)						
				ne of Graduate Assistant		Signature	Date

a)

Name of Student: