## **Assistantship Time Use Guideline**

This form must be completed by the 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 Research Assistant performing duties which are not directly related to their own research cannot work more than 192 hours in a four-month term.

a)	Name of Student:					
b)	Degree Program:					
c)	Department:					
d)	Type of Assistantship:	Research	☐ Teaching			
e)	Term of Appointment:					
		start date		end date		
f)	Term:	☐ Winter	☐ Spring	☐ Summer		
g)	Average Hours Per Wee	ek:				
h) Length of Assignment in Weeks: (16 weeks in Fall/Winter Term)						
TEACHING ASSISTANTSHIP						
Dutie	s and Responsibilities				Average	Total Hrs
Prens	aration for labs/tutorials				Hrs/Wk	Per Term
Meetings with Academic Supervisor						
Attendance at lecturers						
Teaching labs/tutorials						
Office hours for students						
Grading assignments, essays, lab reports, exams						
Examination preparation						
Other – specify						
TOTAL HOURS						
RESEARCH ASSISTANTSHIP						
Outli	ne Research Duties				Average	Total Hrs
(e.g. literature searches, lab duties, data analysis)					Hrs/Wk	Per Term
Other – specify						
LIST ALL MAJOR PROJECT DEADLINES AND MILESTONES						
Name	e of Graduate Student		Signature		Date	
ivalile	on Graduate Gluderit		Signature		Date	
Name	e of Assistantship Supervi	sor	Signature		Date	

Original: Filed in Department Copy: Assistantship Supervisor Copy: Graduate Student