Appendix C 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:	🗌 Fall	Winter	Spring	Summer

- g) Average Hours Per Week:
- h) Length of Assignment in Weeks: (16 weeks in Fall/Winter Term)

TEACHING ASSISTANTSHIP							
Duties and Responsibilities	Average Hrs/Wk	Total Hrs Per Term					
Preparation for labs/tutorials							
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					
Outline Research Duties (e.g. literature searches, lab duties, data analysis)	Average Hrs/Wk	Total Hrs Per Term			
	THO, WK				
Other – specify					

LIST ALL MAJOR PROJECT DEADLINES AND MILESTONES

Name of Graduate Student	Signature		Date	
Name of Assistantship Supervi	sor	Signature		Date
Original: Filed in Department Copy: Assistantship Su		pervisor	Copy: Graduate Student	