

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 perform 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.

- a) Name of Student:
- b) Assistantship Appointment from indicate state date to indicate end date:
- c) Average Hours Per Week: (as per letter of appointment)

<input type="checkbox"/> GRADUATE TEACHING ASSISTANTSHIP	
Sample of Duties and Responsibilities	Average Hrs/Wk
Preparation for labs/tutorials	
Attendance at lectures	
Teaching labs/tutorials	
Office hours for students	
Grading assignments, essays, lab reports, exams	
Examination preparation	
Training	
Other – specify	
TOTAL HOURS (as per letter of appointment)	

<input type="checkbox"/> GRADUATE RESEARCH ASSISTANTSHIP	
Outline Research Duties (e.g. literature searches, lab duties, data analysis)	Average Hrs/Wk
[Enter duties]	
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]

Vacation dates reviewed (one week per term vacation entitlement)

Name of Graduate Assistant

Signature

Date

Name of Graduate Assistantship Supervisor

Signature

Date

Original: Filed in Department

Copies: Graduate Assistantship Supervisor, Graduate Student

Collective Agreement Sept 1, 2016 to Aug 31, 2018