



# Teaching Assistant Duties and Hours

## Department of Sociology, University of British Columbia

This document provides a breakdown of your duties as a Teaching Assistant in Sociology during the period **\_\_\_\_\_ - \_\_\_\_\_ 201**. A separate form will be completed for each term. A Teaching Assistantship involves “an average of twelve hours per week” for a total of 192 hours per term (CUPE 2278 Contract, Article 14A). It is expected that some weeks, for example when papers, assignments and/or exams are due, may involve working more hours, but the overall hours should not exceed 192 hours per term.

The estimated breakdown of hours is as follows:

Duties	Estimated Hours per Week	Global Hours
Attend lectures		
Read course material		
Tutorial/lab supervision		
Tutorial/lab preparation		
Prepare/deliver lectures		
Meetings with instructor		
Office hours with students		
Paper/project/assignment marking		
Test/exam marking		
Test/exam invigilation		
Vacation Hours		8 Hours
Other course related duties (e.g. photocopying, email correspondence... please specify):		
		Total hours:

Please identify dates when major assignments and/or examinations occur:

The above are estimates and may vary as the term proceeds. If a Teaching Assistant finds that hours deviate significantly from those estimated, please let the instructor know immediately so adjustments can be made.

Instructor:	Signature:	Course and Section:	Date:
Teaching Assistant:	Signature:	Course and Section:	Date:

**\*\*Please return to Sociology Graduate Secretary when complete (room 2108 or Grad Sec mailbox)\*\***