

McGill University Teaching Assistant Workload Form

This form must be completed and signed by both the Teaching Assistant and the Course Supervisor, and a copy kept in the Teaching Assistant's employee file.

DUTIES	HOURS/WEEK	WEEKS/TERM	TOTAL HOURS
Preparation			
Meetings with Course Supervisor/orientation sessions			
Office Hours			
Attending Lectures			
Leading Conference Sessions			
Leading/Demonstrating Laboratory Sessions			
Grading Assignments			
Grading Lab Reports			
Grading of Midterm			
Expected date of midterm			
Grading of Term Papers: This should take into account time to be spent on grading of all term papers.			
Term Paper due date (s):			
Grading of Final Exam			
Expected date of Final Exam			
Other (inc. details):			
TOTAL (HOURS NOT TO EXCEED 180 PER TERM)			

Course Supervisor
(Please print name: _____)

Teaching Assistant
(Please print name: _____)