**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 Work Hours Per Week, if applicable:

h) Length of Assignment in Weeks:       (16 weeks in Fall/Winter Term)

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| --- | --- | --- |
| **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** |
|  |  |  |
| Other – specify |  |  |

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| **LIST ALL MAJOR PROJECT DEADLINES AND MILESTONES** |
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Name of Graduate Student Signature Date

Name of Assistantship Supervisor Signature Date

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