

Teaching Assistant Duties and Timetable

Course Number, Year, and Semester: _____

Name of TA: _____

Name of Faculty Member: _____

Total Number of Hours of Contract: _____

Number of Hours Expected to Attend Classes: _____

Number of Hours Expected to Hold Office Hours: _____

Assignment	Date Due	Date Expected to be Returned	Grading Key Provided? Yes or No	Number of Hours Estimated to Mark Assign.	Actual Hours Taken to Mark Assignment

Number of Hours Available for Marking: _____

Signature of TA

Signature of Faculty Member