

Description Of Duties And Allocation Of Hours Form

Department _____		
Course Number and Title _____		
Supervising Professor _____		
DUTIES (see reverse)	<u>Hours Per Task</u>	
	<u>Initial</u>	<u>Revised</u>
Training		
Preparation		
Contact		
Marking/Grading Estimated Enrolment per T.A. _____		
Other Duties		
TOTAL HOURS		

Prepared By (*Supervisor*) _____ Signature _____ Date: _____

Approved By (*Chair /Designated Authority*) _____ Signature _____ Date: _____

Accepted By (*Teaching Assistant*) _____ Signature _____ Date: _____

MID COURSE REVIEW CHANGES (if any)

Date of Meeting _____ Prepared By (*Supervisor*) _____

Approved By (*Chair /Designated Authority's Signature*) _____ (*Teaching Assistant's Signature*) _____