|  |
| --- |
| **University of British Columbia****Department of history****Teaching Assistant Anticipated Workload Summary** **(Allocation of Hours)** |

|  |
| --- |
| **Instructions to Professors:**1. Please fill out the TA Anticipated Workload Summary (Allocation of Hours Form),
2. Meet with your TA(s) to discuss your workload expectations, and;
3. Email a copy (hist.grad@ubc.ca) of the form to the History Graduate Student Support for the TA’s employee file

**An allocation of hours form must be completed for each employee. One copy must be placed in the employment file of the employee and one copy given to the employee.****.** |
| Pursuant to Article B 2.02, this form documents the allocation of hours anticipated to be assigned to the Teaching Assistant (“TA”) for the duties itemized below. Both the instructor and TA should keep a copy of the completed form for their own records.The purpose of this form is to help both the TA and instructor allot adequate time for the duties of the TA. It is a tool to help plan the term and should facilitate discussion between the TA and instructor. It will also delineate reasonable expectations for the course. This form recognizes that courses can evolve over the length of a term and supports ongoing discussion between the instructor and the TA as to the ongoing allocation of hours. |
| Name of TA: |
| Name of Instructor and/or Supervisor in Charge: |
| Course(s): |
| Assigned Tutorial Sections: |
| Appointment (check one): | [ ] Winter Term 1(Sept.1-Dec.31, 192 hrs) | [ ] Winter Term 2(Jan.1-Apr.30, 192 hrs) | [ ] Winter Term 1&2(Sept.1-Apr.30, 384 hrs) |
| The following is an approximation of the length of time expected to be devoted to the major activities. There may be shifts between activities, but the total hours required over the eight-months cannot exceed 384 (or 192 hours over a four-month course)**Allocation of Hours** |
| **Duties and Responsibilities** | **Hours/Week****Average****(12hrs/week)** | **Hours/Term****4-month course****(192 hours)** | **Hours/Course****8-month course****(384 hours)** |
| Preparation for tutorials |  |  |  |
| Attendance at planning/coordinating meetings with Instructor |  |  |  |
| Attendance at lectures |  |  |  |
| Attendance at tutorials |  |  |  |
| Office hours/student consultation |  |  |  |
| Grading: Essays |  |  |  |
| Grading: Exams |  |  |  |
| Grading: Short Assignments |  |  |  |
| Quiz preparation/assist in exam preparation/exam review |  |  |  |
| Exam Invigilation - December Exam  |  |  |  |
| Exam Invigilation - April Exam |  |  |  |
| Final Grading Session |  |  |  |
| Re-reads |  |  |  |
| \*Online Training |  | 2.5\* | 2.5\* |
| \*\* TA Orientation Day & In-service training workshops  |  | See Note\*\* | See Note\*\* |
| \*\*\*Vacation |  | 8\*\*\* | 16\*\*\* |
| Other |  |  |  |
| **REQUIRED TOTAL HOURS** | **12 hours/week** | **approx. 192** | **approx. 384** |
| \*First-Time TAs are required to complete Online Training Modules (New Worker Safety Orientation, Preventing and Addressing Workplace Bullying and Harassment Training, Workplace Violence Prevention Training, Privacy & Information Security Fundamentals)\*\*Please contact TA Director for total number of TA training hours. New TAs are required to participate in TA Orientation & Workshops \*\*\*All TAs have some hours of paid vacation: 8 hours per term; prorated for smaller appointments |
| **Other Duties:**  |

Email a copy (hist.grad@ubc.ca) of the form to History Graduate Student Support for the TA’s employee file.