

# CUPE 3908 TA Work Log

(For Personal and Union Use Only)

Name:

Course:

Department:

Semester:

**Keep a work log of all the time spent working for your Teaching Assistantship.**

Check your assignment of work agreement to ensure you are doing (and only doing) what you were contracted to do.

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Orientation/Training										
Preparation										
Attending Lectures										
Conducting Labs/Seminars										
Marking/Grading										
Office Hours										
Student Consultation (In person/phone)										
Student Consultation (e-mail)										
Supervisor/TA meetings										
Invigilating Exams										
Supervising Field Trips										
Other Duties										
<b>Total Hours for Week</b>										
<b>Cumulative Hours for Semester</b>										

**One full Graduate Teaching Assistantship requires no more than 120 hours of work per term as per Section 19.01 of the Unit 2 Collective Agreement**

Please contact CUPE 3908 Unit 2 if you have any questions or concerns about your work

Email: [steward2@cupe3908.org](mailto:steward2@cupe3908.org)

Tel: (705) 775-2873

**Keep a work log of all the time spent working for your Teaching Assistantship.**

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	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Exam Time	Total Hours
Orientation/Training										
Preparation										
Attending Lectures										
Conducting Labs/Seminars										
Marking/Grading										
Office Hours										
Student Consultation (In person/phone)										
Student Consultation (E-mail)										
Supervisor/TA meetings										
Invigilating Exams										
Supervising Field Trips										
Other Duties										
<b>Total Hours for Week</b>										
<b>Cumulative Hours for Semester</b>										

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