



Representing contract faculty
&
student academic workers at Trent

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	Week 11
Orientation/Training Preparation	6										
Attending Lectures		9									
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											
Total Hours for Week	6	9	0	0	0	0	0	0	0	0	0
Cumulative Hours for Semester	6	15	15	15	15	15	15	15	15	15	15

A 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
Tel: (705) 748-1011 Ext 6070
E-mail: info@cupe3908.org

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CUPE3908

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Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Exam Time	Total Hours
								6
								0
								9
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
0	0	0	0	0	0	0	0	
15	15	15	15	15	15	15	15	15

One FULL Teaching Assistantship is equal to 120 hours worked

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