

Name: _____
Course #: _____
Department: _____
Semester: _____



TA Work Log

Keep a work log of all the time spent working for your Teaching Assistantship or Research Assistantship (in lieu of TA

Check your Hours of Work Form (the one you signed with your supervisor) to make sure that are doing (and only doing) the work that you are contracted to do.

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	Wk 18	Exam Time	Total Hours	
Date:																					
Training/ Preparation																					
Demonstrating/ Lab Supervision																					
Leading Tutorials																					
Attending Lectures																					
Marking/ Entering Marks																					
Invigilation																					
Office Hours																					
Student Consultation (in person/phone/email)																					
Supervisor / TA meetings																					
Health and Safety Training																					
Supervising Field Trips																					
Other Duties																					
Total Hours for Week																					
Cumulative Hours for Semester																					

Full (260 hrs), Half (130 hrs), or Quarter (65 hrs) TAships.

- The current hourly rate for Class “A” Teaching Assistants (those holding 4 year degrees) is \$39.40/hour
- The current hourly rate for Class “B” Teaching Assistants (those not holding 4 year degrees) is \$22.15/hour