

TA Effort Allocation

<i>Name of teaching assistant:</i>	
<i>Name of course supervisor:</i>	
<i>Number and title of course:</i>	
<i>Term and year:</i>	
<i>Hours per week of appointment:</i>	

Approximate percentage of appointment dedicated to:	Percentage (%)	hours
Leading discussion sections		
Attending lectures		
Reading textbook and other course materials		
Drop-in hours and email communications with students		
Reading and grading written assignments		
Discussion prep meeting with instructor (one meeting per week)		
Preparing assignments, in-class activities, discussions and lectures		
Grading exams		
Other:		
Other:		
Other:		
Total (must be 100%)		

<i>Syllabus submitted for approval by supervisor on time:</i>	<i>yes</i>	<i>no</i>
<i>TA and supervisor discussed course policies and grading</i>	<i>yes</i>	<i>no</i>
TA and supervisor discussed and filled out this form	Signed	Date
<i>TA name:</i>		
<i>Course supervisor name:</i>		

TAs teaching in Comm Studies for the first time: your supervisor will conduct a preliminary assessment of your teaching within the first eight weeks of the semester.
Created 1-12-22