Graduate Assistantship Time Use Guideline Form

This form must be completed by the Graduate Assistantship Supervisor and graduate student at the start of each University Term. This does not replace the requirement for a Letter of Appointment. The purpose of this form is to outline the estimated hours necessary to complete the assigned duties and to assure that the required duties can be performed within the assigned hours. Note: a Graduate Teaching Assistant and a Graduate Research Assistant performing duties which are not directly related to their own research cannot work more than 192 hours in a four-month term (average of 12-hours per week) regardless of the number of teaching and/or research assistantship appointments held.

a) Name of Student:

b) Assistantship Appointment from (yyyy/mm/dd) to (yyyy/mm/dd)

c) Average Hours Per Week: (as per letter of appointment) Course Number, if applicable:

☐ **GRADUATE TEACHING ASSISTANTSHIP**	
Duties and Responsibilities	**Average Hrs/Wk**
Preparation for labs/tutorials	
Attendance at lecturers	
Teaching labs/tutorials	
Office hours for students	
Grading assignments, essays, lab reports, exams	
Examination preparation Training	
Other – specify	
TOTAL HOURS (as per letter of appointment)	

☐ **GRADUATE RESEARCH ASSISTANTSHIP**	
Outline Research Duties (e.g. literature searches, lab duties, data analysis**)**	**Average Hrs/Wk**

☐ **GRADUATE RESEARCH ASSISTANTSHIP FELLOWSHIP**
It is recommended that GRAFs and academic supervisors discuss expected tasks for each term.

☐ **Vacation dates reviewed** (one week per term vacation entitlement)

Name of Graduate Assistant Signature Date

Name of Graduate Assistantship Supervisor Signature Date

Original: Filed in Department Copies: Graduate Assistantship Supervisor, Graduate Student