

Sample Assistantship Workload Form

Supervising Instructor

Graduate/Teaching Assistant

Course

Section

Faculty/Department/School

Semester/Year

Assigned Duties (as Total Number of Hours) (Not all duties need to be assigned)

Duties	Approximate Hours Budgeted	Hours Completed to Date (Midpoint Meeting)	Notes
Attending Employer Orientation Workshops and Training			
Conferring with the Supervising Instructor/training			
Preparation duties			
Attending lectures			
Office hours/student consultations			
Serving as tutors			
Supervising/monitoring labs/demonstration			
Marking assignments/lab reports/term papers			
Marking quizzes/tests/exams			
Invigilation of midterms & final exam			
Other duties			
TOTAL			