



# UBC Department of Anthropology

## Teaching Assistant Duties and Hours

Teaching Assistant: \_\_\_\_\_ Student #: \_\_\_\_\_ Degree: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_ Term: \_\_\_\_\_

A separate form will be completed for each term. A Teaching Assistantship *involves “an average of 12 hours per week” for a total of 192 hours per term (CUPE 2278 Contract, Article 14A)*. It is expected that some weeks (for example when assignments and/or exams are due), may require more hours, but the overall hours should not exceed 192 hours per term. The estimated breakdown of hours is as follows:

Duties and Responsibilities	Hours per Week	Hours per Term
1. Orientations/Workshops/Trainings		
2. Attend lectures		
3. Read course material		
4. Tutorial/lab supervision		
5. Tutorial/lab preparation		
6. Prepare/deliver lectures		
7. Meetings with instructor		
8. Office hours with students		
9. Course-related emails		
10. Paper/project/assignment marking		
11. Test/exam marking		
12. Test/exam invigilation		
13. Vacation Hours		8 hours
12. Other course-related duties (please specify) _____ _____	_____ _____	_____ _____
<b>TOTAL HOURS</b>	<b>approx. 12</b>	<b>approx. 192</b>

Please identify dates of major assignments and/or examinations: \_\_\_\_\_

*The above are estimates and may vary as the term proceeds. If a TA finds that hours deviate significantly from those estimated, let the instructor know immediately so adjustments can be made and submit an updated form to Eleanore.*

\_\_\_\_\_  
Instructor's Signature and Date

\_\_\_\_\_  
Teaching Assistant's Signature and Date

*\* Please submit to Eleanore Asuncion, Anthropology Graduate Program Assistant (Anso room 2124 or Eleanore's mailbox)\**

NOTES: \_\_\_\_\_  
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