



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) _____ _____	_____ _____	_____ _____
TOTAL HOURS	approx. 12	approx. 192

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 Lorie Lee, Anthropology Graduate Program Assistant.*

NOTES: _____

Department of Anthropology
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