

TA Work Log

Name: _____
Course #: _____
Department: _____
Semester: _____

Keep a work log of all the time spent working for your Teaching Assistantship or Research Assistantship (in lieu of TA)
Check your assignment of work agreement (p. 41, Hours of Work Form) of your Collective Agreement to ensure you are doing (and only doing) what you are contracted to do.

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	Wk 18	Exam Time	Total Hours
Date:																				
Training/ Preparation																				
Demonstrating/ Lab Supervision																				
Leading Tutorials																				
Attending Lectures																				
Marking/ Entering Marks																				
Invigilation																				
Office Hours																				
Student Consultation (in person/phone/email)																				
Supervisor / TA meetings																				
Health and Safety Training																				
Supervising Field Trips																				
Other Duties																				
Total Hours for Week																				
Cumulative Hours for Semester																				

Full (260 + 6 hrs), Half (130 +3 hrs), or Quarter (65 +3 hrs) TAships.

- **The current hourly rate for Class "A" Teaching Assistants (those holding 4 year degrees) is \$41.00 /hour.**
- **The current hourly rate for Class "B" Teaching Assistants (those not holding 4 year degrees) is \$23.30/hour.**
- **NOTE: Health and Safety Hours are NOT included in your 260/130/65 hour calculation of duties. (They are above and beyond your "regular" TA duties—hence + 6hrs or +3hrs)**

