

**YORK UNIVERSITY
DEPARTMENT OF SOCIAL SCIENCE
ASSIGNMENT OF DUTIES TO TEACHING ASSISTANTS
(Original to Teaching Assistant & copy to Assistant to the Undergraduate Director
& Course Director)**

Course Supervisor

Course#

Teaching Assistant

TA Position (eg. Tutor 1)

Sec/Tut.# and No. of students
per group (where applicable)

Faculty/Department

ASSIGNED DUTIES (AS TOTAL NUMBER OF HOURS)
(TAs need to be assigned duties in all categories)

DUTIES	DETAILS	HOURS	
		SEPT. Meeting	JAN. Meeting
Tutorial Hours			
Lecture Attendance			
Office Hours			
Preparation			
Grading: Assignments			
Tests & Exams			
Meetings			
Invigilation			
Lecturing			
Other (Please detail)			
TOTAL HOURS: (Max. 270 per full Teaching Assistantship; 135 per term)			

SEPT. MEETING DATE: _____

JAN. MEETING DATE: _____

Signature of Teaching Assistant

Signature of Teaching Assistant

Signature of Course Supervisor

Signature of Course Supervisor

***Hours allocated should take into acct. no. of students X time per assignment or test.**