

**University of British Columbia**  
**DEPARTMENT OF POLITICAL SCIENCE**  
**Teaching Assistant Anticipated Workload**

Teaching Assistant: \_\_\_\_\_ Instructor: \_\_\_\_\_

Course No: \_\_\_\_\_ Date of Course: Term I, 2010-11 Session

The following is the instructor's best estimate of the expected allocation of teaching assistant duties. There may be unanticipated shifts between activities, but the total hours performed cannot exceed the hours required of the appointment, which normally are 192 hours (average 12 hours per week) for a full one-term TAship, or 96 hours (average 6 hours per week) for a half one-term TAship, applied to the periods September 1-December 31 for Term I and January 1-April 30 for Term II. This work is likely to be distributed unevenly across the term, with some weeks requiring work significantly above the average.

<b>Duties and Responsibilities</b>	<b>Hours/Week</b>	<b>Hours/Term</b>
1. Preparation for tutorials	2	(x12) = 24
2. Attendance at planning/coordinating meetings with Instructor	0.5	6
3. Attendance at lectures	2.5	(x13) = 32.5
4. Attendance at tutorials	2.5	(x12) = 30
5. Office hours/student consultation	1.5	(x12) = 18
6. Grading, including projected dates ___ Essays, due Oct. 1, 50 x 35minutes each ___ Final Exams: December, 50 x 25 minutes each _____		29 21
7. Quiz preparation/assist in exam preparation		2
8. Reading course texts	1	(x12) = 12
9. Vacation time (8 hours for full TA / 4 for half TA)		8
10. Invigilation of Exams		5
11. Other - Specify (e.g. re-reads, lectures) Retrieval of course materials, 1 lecture & prep		4.5
<b>REQUIRED TOTAL HOURS</b>		192

Teaching Assistants and Course Instructors should familiarize themselves with duties set out in Articles 12.04 and 14.06 of the Collective agreement, CUPE, Local2278 (2002-05) and Hours of Work in Article 14.01. **PLEASE RETURN THE COMPLETED FORM TO THE GRADUATE SECRETARY.**

\_\_\_\_\_  
Teaching Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date