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Name: \_\_\_\_\_  
 Course # \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Semester: \_\_\_\_\_

**TA Work Log**  
 (For Personal and Union Use Only)

**Keep a work log of all the time spent working for your Teaching Assistantship.**

Check your Assignment of Work Agreement to ensure you are doing (and only doing) what you were 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:																					
Orientation/Training																					
Preparation																					
Attending Lectures																					
Conducting Labs/Seminars																					
Marking/Grading																					
Office Hours																					
Student Consultation (In person/phone/email)																					
Supervisor/TA Meetings																					
Invigilating Exams																					
Supervising Field Trips																					
Other Duties																					
Total Hours for Week																					
Cumulative Hours for Semester																					

One FULL Teaching Assistantship is equal to 120 hours worked

Please contact CUPE 3908 Unit 2 if you have any concerns or questions about your work.

Tel: 705.748.1011 Ext 6070

Email: info@cupe3908.org

