

HOURS LOG SHEET



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GTA Name

Course Supervisor

Course

Term

Week	Instruction / lecturing / etc.	Preparation of Materials	Presence at Lectures	Grading / Proctoring / Marking	Office Hours	Corresponding with Students	Training / Other GTA Duties	Hours Allotted in DSL*	Hours Running Total
Week 1									
Week 2									
Week 3									
Week 4									
Week 5									
Week 6									
Week 7									
Week 8									
Week 9									
Week 10									
Week 11									
Week 12									
Week 13									
Week 14									

*All of your duties should be listed on the Duties Specification Letter (Appendix B to your employment letter).

According to Article 17 of the 2015-2017 Collective Agreement a full GTA cannot be required to work more than 140 hours per term and a half GTA not more than 70 hours per term. The course supervisor should aim to have full GTAs to work on average 10 hours per week (5 hours per week for half GTAs). It must however be recognized, by both the GTA and the course supervisor, that the 10 hour per week limit is only a guideline and not a set weekly maximum.