# ASSIGNMENT OF WORK AGREEMENT (Unit 1)

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| **Date:** | Click or tap to enter a date. | **Employee Name:** | Click or tap here to enter text. |
| **Academic Unit:** | Click or tap here to enter text. | **Supervisor:** | Click or tap here to enter text. |
| **Course:** | Click or tap here to enter text. | **Semester(s)** | Click or tap here to enter text. |
| **Type:** | GTA / UTA / GSA-1 | | |
| **Start Date:** | Click or tap to enter a date. | **End Date:** | Click or tap to enter a date. |

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| Offer of Appointment Details: Click or tap here to enter text. |

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| **Duties** | **Hours** | **Details** |
| Orientation/Training: | Click or tap here to enter text. | Choose an item.  Choose an item.  Choose an item.  Click or tap here to enter text. |
| Preparation: | Click or tap here to enter text. | Click or tap here to enter text. |
| Attending Lectures: | Click or tap here to enter text. | Click or tap here to enter text. |
| Conducting Labs/Seminars: | Click or tap here to enter text. | Click or tap here to enter text. |
| Grading **(including dates by which grading must be completed):** | Click or tap here to enter text. | Click or tap here to enter text. |
| Office Hours: | Click or tap here to enter text. | Click or tap here to enter text. |
| Student Consultation: | Click or tap here to enter text. | Click or tap here to enter text. |
| Supervisor/TA Meetings: | Click or tap here to enter text. | Initial Meeting (as per 10.02(a))  Click or tap here to enter text. |
| Invigilating Exams: | Click or tap here to enter text. | Click or tap here to enter text. |
| Supervising Field Trips: | Click or tap here to enter text. | Click or tap here to enter text. |
| Other Duties (Specify): | Click or tap here to enter text. | Click or tap here to enter text. |
| Total Hours/ Semester: | Click or tap here to enter text. | Click or tap here to enter text. |
| Extra Hours (If any): | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Comments (First Meeting, as applicable)** | | | Date: Click or tap to enter a date. |
| Click or tap here to enter text. | | | |
| Supervisor Signature: |  | Employee Signature: |  |

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| **Comments (Second Meeting, as applicable)** | | | Date: Click or tap to enter a date. |
| Click or tap here to enter text. | | | |
| Supervisor Signature: |  | Employee Signature: |  |

*\*Keep one copy of this agreement for your records, give one copy to the employee.*