

# Department of Environmental Conservation - TA Workload Commitment

Course # and Name:	Instructor:		
Student TA:	Hours:	Semester:	Date:

Description of TA Activities      # hrs/week or % effort (avg.); comments to clarify duties, meeting times

Attend TA meetings

Attend class / Attend lab

Design and/or Lead Activities

Run lab(s) independently

Supervise undergraduate TAs

Grade activities, homework, papers

Write quizzes or exams

Grade quizzes or exams

Pick up/Drop off exams (DS or Opscan)

Hold review sessions

Office hours/Tutoring availability

Answer student emails, questions

Field trips (organize or drive van)

Other: upload grades, Moodle

Summary of expectations (e.g., deadlines, turnaround times, frequency of communication, grading specifics)

Special tasks for this course (not listed as items above)

Across semester, average duties not to exceed contracted hours. Duties never >10hrs in a single day or >2x weekly contracted hours in a single week (as per GEO contract, <https://www.geouaw.org/geo-contract/>).

If concerns emerge for either TA or Instructor that cannot comfortably be resolved directly with the other party, both parties are reminded that confidential discussion with the GPD is available, as per ECo Department P&P.

Form to be signed by both parties by end of 1st week of classes and sent to ECo Graduate Administrative Assistant.

Student TA Signature	Course Instructor signature
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