

MA Public Issues Anthropology Graduate Teaching Assistantship Agreement

This document outlines the responsibilities associated with the employment portion of a Graduate Teaching Assistantship. The contract constitutes the formal agreement between the Department of Anthropology and the student. This form **MUST** be submitted to the Graduate Director in the Department of Anthropology by the end of the second week of the academic term during which the Teaching Assistantship is held.

The following page is to be completed in consultations between the Teaching Assistant (TA) and the Course Instructor(s). If the student is assigned to two courses with different instructors, the duties will be set out in consultation with both instructors, taking care that the total number of hours will not exceed 140 hours.

Please note that TA duties extend from the date lectures begin until the due date for course marks and may be distributed unevenly over the term. However, the maximum hours of work required in any one week should not normally exceed twice the nominal weekly hours. Anticipated excessive fluctuations shall be clearly identified at the time of course assignment. Graduate student employees shall identify to the employer any known academic obligations that may interfere with their duties.

Further, the number of actual hours for each duty may vary from the allocated amounts by up to 20%. The total number of hours for the entire course will not be exceeded, however.

Explanation/Detail

Under "HOURS", list the total number of hours the student will perform the associated task during the term of this agreement (note that total hours for a single term cannot exceed 140).

See below for some explanation as to how 'hours' may be assigned.

"Meetings with Course Instructor" TAs will be given the opportunity to meet with the course instructor(s) at least three times in the term with approximately 1 hour assigned to each meeting. But, additional meetings may be set, as necessary, and the time for those meetings should be accounted for here.

"Class Preparation" TAs will be expected to complete the readings as assigned to them by the Instructor and in order to be prepared for Office Hours and/or Consultations with students registered in the course and/or for the purposes of grading assignments.

"Attending lectures" TAs are expected to attend course lectures that the individual instructor deems necessary in order for the Teaching Assistant to be prepared for Office Hours and/or Consultations with the students registered in the course and/or for the purposes of grading assignments.

"Student consultation; office hours" TAs will be expected to hold one Office Hour a week. TAs may also be asked to be available to offer guidance to students by email. All consulting hours should be estimated and accounted for.

"Lecturing" TAs may be asked to offer a lecture to the class. The date for the lecture will be assigned at the beginning of the term so that you can plan accordingly.

"Conducting tutorials/running labs" TAs may be asked to facilitate tutorials or run labs. These tutorials or labs will be assigned at the beginning of the term so that you can plan accordingly.

"Grading" TAs will be asked to grade assignments for the course and there will be times when that grading may be heavy. Exam dates, due dates and marking deadlines will be assigned at the beginning of the term so that you can plan accordingly.

"Invigilating exams" If exams are scheduled for the course, TAs may be asked to offer their assistance and to invigilate exams. In-class examination dates will be assigned at the beginning of the term so that you can plan accordingly. Note, however, that final exams are scheduled by the Registrar's Office and not until mid-term but that it is your responsibility to attend the exam regardless. It is strongly recommended that your end of term holiday and/or travel schedules not be set until the final exam date has been released so that you can plan accordingly.

"Other duties (describe/explain)" Note that some 'other duties' may include: picking up course materials (e.g., films, maps, or books from the library); showing a film; preparing course materials for the instructor (e.g., preparing powerpoint).

This ORIGINAL AGREEMENT, with all required signatures, is due by the end of the second week of classes. The original agreement will be placed in the student's official file for reference purposes. Copies will be sent to the student and his/her advisor.

MA Public Issues Anthropology Graduate Teaching Assistantship Agreement

Teaching Assistant name: _____

Student ID#: _____ Term: _____

Course: _____ Instructor: _____

Course #2: _____ Instructor: _____
(only if assigned to a second course)

Total assigned hours (normally 140):

Duty	Assigned hours			Percent	Brief description of unusual or especially time-consuming features of the duty, if any
	Course	Course #2	Total		
Meetings with Course Instructor(s)	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>		
Class preparation	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>		
Attending lectures	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>		
Student consultation; office hours	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>		
Lecturing	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>		
Conducting tutorials	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>		
Grading	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>		
Invigilating exams	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>		
Other duties (describe/explain)	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>		
Totals	<u><input style="width: 40px; height: 20px;" type="text"/></u>	<u><input style="width: 40px; height: 20px;" type="text"/></u>	<u><input style="width: 40px; height: 20px;" type="text"/></u>		

The percent total must equal 100%

Use the space below to describe anticipated excessive fluctuations in workload, if any, or any known academic obligations on the part of the student that may interfere with their duties.

Signatures:

Teaching Assistant: _____ Date: _____ Student's Advisor: _____ Date: _____

Instructor/Coordinator: _____ Date: _____ Graduate Officer: _____ Date: _____