

TEACHING ASSISTANT FORM 2018-19

updated Mar 8/18



SECTION A (For Departmental Use Only)					
Name of Teaching Assistant:					
Preference Group:	N/A				
Department:	Geological Sciences & Geological Engineering				
Number and Title of Course:					
Employment Supervisor:					
Number of Allotted TA Hours and Remuneration:	<table border="0"> <tr> <td>hours/term</td> <td>\$41.37/hr - GRAD</td> </tr> <tr> <td></td> <td>\$20.11/hr - UNDERGRAD</td> </tr> </table>	hours/term	\$41.37/hr - GRAD		\$20.11/hr - UNDERGRAD
hours/term	\$41.37/hr - GRAD				
	\$20.11/hr - UNDERGRAD				
Approved by (Head or Delegate):					
Date Approved:					

SECTION B															
Teaching Assistant Activities	Check	Hours	Notes												
Contact with Employment Supervisor															
Meetings	<input type="checkbox"/>														
Email	<input type="checkbox"/>														
Other	<input type="checkbox"/>														
Approximate Hours		0													
Contact with Students															
Supervising labs & field trips	<input type="checkbox"/>		<table border="0"> <tr> <td>Number of Labs/Term</td> <td></td> </tr> <tr> <td># labs/term</td> <td></td> </tr> <tr> <td>Max # stu/section:</td> <td></td> </tr> <tr> <td># of sections:</td> <td></td> </tr> <tr> <td># of field trips:</td> <td></td> </tr> <tr> <td>Alt weeks?</td> <td></td> </tr> </table>	Number of Labs/Term		# labs/term		Max # stu/section:		# of sections:		# of field trips:		Alt weeks?	
Number of Labs/Term															
# labs/term															
Max # stu/section:															
# of sections:															
# of field trips:															
Alt weeks?															
Leading tutorials & seminars	<input type="checkbox"/>														
Lecturing	<input type="checkbox"/>														
Classroom preparation, set-up	<input type="checkbox"/>														
Office hours	<input type="checkbox"/>														
Answering email/telephone inquiries	<input type="checkbox"/>														
Monitoring class websites or listserves	<input type="checkbox"/>														
Other duties															
Approximate Hours		0													
Total number of approximate TA hours (page 1)		0													

Teaching Assistant Activities	Check	Hours	Notes
Marking and Grading			Number of Assignments
Term tests & quizzes	<input type="checkbox"/>		# lab assignments
Mid-term exams	<input type="checkbox"/>		# maps & reports
Maps & reports & final project	<input type="checkbox"/>		# final project
Lab assignments mostly marked in lab period	<input type="checkbox"/>		Ind. or group?
Final exams	<input type="checkbox"/>		Marking scheme provided ?
Administrative functions (e.g., grade entry & proctoring)	<input type="checkbox"/>		
Other:			
Approximate Hours		0	
Other Duties			
Attending lectures	<input type="checkbox"/>		
Preparation time	<input type="checkbox"/>		
Employer required training	<input type="checkbox"/>		
Assisting with audio-visual equipment	<input type="checkbox"/>		
Practicing lab techniques	<input type="checkbox"/>		
Maintaining laboratory safety	<input type="checkbox"/>		
Post-lab clean up	<input type="checkbox"/>		
Other:			
Approximate Hours		0	
Total number of approximate TA hours (page 2)		0	
Contract Total			
Total number of approximate TA hours (page 1)		0	
Total number of approximate TA hours (page 2)		0	
Total number of TA hours (must equal total allotted for the course)		0	

The TA agrees that the TA activities and approximate hours indicated on this form are subject to change by the Employment Supervisor. The TA and Employment Supervisor agree that any change to the total number of TA hours should be made in accordance with Article 16.07 (g) "Hours of Work" of the Collective Agreement. The TA and Employment Supervisor acknowledge that any potential conflicts (as defined at Article 12.03 "Appointments" of the Collective Agreement) regarding the TA and this appointment have been discussed.

Employment Supervisor (Signature)

TA (Signature)

Date

Date

Note to TA: As a Teaching Assistant you are represented by the Public Service Alliance of Canada, Local 901. Your terms and conditions of employment and bargaining rights are set out in the Collective Agreement which can be found at: www.hr.queensu.ca/agreements/agreements.php and www.psac901.org.

A TA may exercise reasonable intellectual discretion in relation to the course objectives and content, and in accordance with guidelines set out by the Employment Supervisor, without reprisal or discipline.