

York University

Philosophy Department

Assignment of Duties to Teaching Assistants/Marker Graders

Course Supervisor		Course #	
Teaching Assistant		TA Position (i.e. Tutor 1)	
Sec./Tut. # and No. of students per group (where applicable)		Faculty/Department	

**Assigned Duties (As Total Number Of Hours)
TAs need to be assigned duties in all categories**

Duties	Details	Hours—1 st Meeting	Hours—2 nd Meeting
Tutorial Hours			
Lecture Attendance			
Office Hours			
Preparation			
Grading: Assignments			
Tests & Exams			
Meetings			
Invigilation			
Lecturing			
Other (Please detail)			
TOTAL HOURS: (Max. 270 per full Teaching Assistantship; 135 per term)			

1st meeting date:	2nd meeting date:
Signature of Course Supervisor	Signature of Course Supervisor
Signature of Teaching Assistant	Signature of Teaching Assistant