

Assignment of Assistantship Duties Graduate Assistant (Teaching) Temporary 1/12th Appointment **Reset Form** UCID: Graduate Assistant: Course/Section: Instructor(s) of Record: Category / Total Hours: One-Twelfth / 17 hrs Faculty/Department: Semester of Appointment: If this is a Revised AoAD form, please indicate which sections have changed: **Hourly Breakdown Total Hours:** 1. Attendance at Lectures: 2. Course Reading: 3. Lecturing, Leading, Supervising and Preparation: *Please add Preparation Time and Delivery Time first, then MULTIPLY the sum by the #of times delivered for the total hours.* **Preparation Time Delivery Time** # of Times Delivered Lectures **Tutorials** Labs *Please note that as per Article 5.1(a) of the Collective Agreement, "Graduate Assistants are 4. Grading: not responsible for assigning the final grades in any course or section of a course."* Assignment % of Final Grade Training Grading

5.	• Office Hours:														Total Hours:			
	•	Elec	tronic	Comr	nunic	ation												
6.	Cont	act w	ith Ins	truct	or(s) o	of Rec	ord:											
	•		etings:		` ,													
	•	Othe	er Con	nmuni	catio	n:												
7. Updating Desire2Learn or other course Resources:Training:																		
Updating:																		
8. Other Duties (Please provide a brief description below):																		
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9.	9. Contingency:																	
10. TOTAL HOURS:														17 h	ours			
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				alculator	please g	o to: http	os://ucal	gary.ca/h	r/hiring-	managin	g/recruiti	ng-and-hi	emest ring/recru r greate	ıit-and-hi				
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	ours	1		3	4	5	0	,	0	9	10	11	12	13	14	15	10	17
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Graduate Assistant:												Date:_						
Instructor(s) of Record:												Date:_						
Dept Head or Equivalent:												Date:_						
Copy	y: @	Graduat	te Assis	tant				D	epartm	nent								
	g	rad.cor	ntracts(@ucalg	ary.ca			g	sacont	r@ucal	gary.ca							

To ensure timely processing, please submit the form to the Graduate Program Administrator in the Faculty as soon as completed. Any delay in submission may result in a delay of first payment.