

SCHEDULE E – ALLOCATION OF HOURS FORM

Pursuant to Article 12.02(a), this form documents the allocation of hours anticipated to be assigned to the Teaching Assistant (“TA”) for the duties itemized below. Both the instructor and TA should keep a copy of the completed form for their own records.

The purpose of this form is to help both the TA and instructor allot adequate time for the duties of the TA. It is a tool to help plan the term and should facilitate discussion between the TA and instructor. It will also delineate reasonable expectations for the course. This form recognizes that courses can evolve over the length of a term and supports ongoing discussion between the instructor and the TA as to the ongoing allocation of hours.

Department: _____ **Vantage College (Yes/No):** _____

Name of TA: _____

Name of Instructor and/or Supervisor in Charge: _____

Has the TA above seen and discussed the safety plan for the course:

Yes No

**If no please indicate date of meeting to review before course start date
:** _____

Course(s): _____

Term and year: _____

Total hours: _____

Field Schools

Assigned Duty	Hours Allocated	Assigned Duty	Hours Allocated
Union Orientation¹		Safety Training or Qualification Training (includes recertifications)	
Job Training (including field skills training, field orientations)		Field Preparation/Resource Management (including collecting and dropping off vehicles, equipment and first aid kit management, module prep)	
Teaching – Field Hours (including facilitating field- based activities, in-field lectures)		Teaching – On Campus (labs, lectures, tutorials)	
Marking Assignments/Labs/ Reports		Instructional Team Meetings	
Invigilating Exams		Marking Exams	
Student Meetings (includes emails & pre/post field school office hours)		Travel	
On Call Hours and Duties		Other Duties (social events with students in the field, mealtimes, etc.)	
Review of Safety Plan		Vacation Time (4.17%)²	

¹**Mandatory** as per Article **25.02**

²**Mandatory** as per Article 16.02

Other Duties:

Date of overview meeting: _____

Signature of TA: _____

Signature of Supervisor: _____