

University of British Columbia Department of Asian Studies
Teaching Assistant Anticipated Workload Summary

Teaching assistant: Jean Grey
Instructor: Professor X
Course #: ASIA 123
Section #: 1
Period: 2015W
Term: 1

Weekly Responsibilities (During Class Period)	Hours/Week
Preparation and tutorials	3
Planning/coordinating meetings w/ instructor	1
Attendance at lectures	3
Attendance at tutorials	0
Office hours/student consultation	1
Teaching in the classroom	3
Grading	1
Quiz preparation/assist in exam prep	0
Other:	0
Other:	0
Total hours per WEEK	12
Total hours of weekly activities per TERM	156

Non-Weekly / Exam Period Responsibilities	Hours/Term
Exam invigilation	3
Grading during exam period	15
Teaching Assistant Training (this term)	5
Other: Field trip	8
Other: Revision of handouts	5
Other:	0
Other:	0
Total hours for non-weekly activities	36
TOTAL HOURS WORKED PER TERM	192

Instructor Signature: _____

Date: _____

Teaching Assistant Signature: _____

Date: _____