

Graduate TA Time Sheet

TA assistant to the instructor of record fulfill requests including but not limited to video projection, still life set-ups, online instruction, grading, maintaining classroom assets as requested by the instructor of record, and specific classroom resources requested by emphasis area faculty.

Graduate TA instructor of record, student with instructional responsibilities, duties may include but not limited to lecturing, conducting studio work, online instruction, grading, tutoring, and holding regular office hours.

Graduate Assistants to the instructor of record at the end of the semester, please allow 8-10 hours for studio cleanup.

Teaching Assistants are required to work the hours laid out in their semester contract. The hours can be rolled over week to week.

In Class Hours	Out of Class Hours Describe work accomplished
Week One	
Week Two	
Week Three	
Week Four	
Week Five	
Week Six	
Week Seven	
Week Eight	
Week Nine	
Week Ten	
Week Eleven	
Week Twelve	
Week Thirteen	
Week Fourteen	
Week Fifteen	
Week Sixteen	

As stated in the TA Handbook: The TA will keep a weekly log of hours worked to submit to the faculty member and to the department chair at the end of the semester. Please maintain this form weekly.