



## TA RESPONSIBILITY WORKSHEET

Please fill this out with the graduate student and have them return it to the Graduate Coordinator prior to the end of the first week of classes. The form can be filled out electronically using Adobe Acrobat DC.

Graduate Student

(TA): \_\_\_\_\_

Semester: \_\_\_\_\_

Faculty Member  
(Instructor of Record): \_\_\_\_\_

Course(s): \_\_\_\_\_

Days & Times: \_\_\_\_\_

Max. Hours of Work Per Week: \_\_\_\_\_

(The graduate student will fill out a timesheet to document the hours.)

### List of Responsibilities:

Please list the expected duties of the TA and be specific. For example: the graduate student will participate during critiques; mentor undergrad students during or after a demonstration; help with grading, such as only entering grades into Canvas; help set-up or breakdown your classroom; or any other specific responsibilities you believe will benefit your course(s) and the graduate student.

It is understood there will be, from time-to-time, responsibilities required by the graduate student not listed on this worksheet.

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**Signatures:**

Faculty Member \_\_\_\_\_

Date: \_\_\_\_\_

Graduate Student: \_\_\_\_\_

Date: \_\_\_\_\_