# ASSIGNMENT OF WORK AGREEMENT (Unit 1)

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| **Date:** |  | **Employee Name:** |  |
| **Academic Unit:** |  | **Supervisor:** |  |
| **Course:** |  | **Semester(s)** |  |
| **Type of Work Assignment:** | GTA / UTA / GSA-1 | | |
| **Start Date:** |  | **End Date:** |  |

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| Offer of Appointment Details: |

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| **Duties** | **Hours** | **Details** |
| Orientation/Training: |  |  |
| Preparation: |  |  |
| Attending Lectures: |  |  |
| Conducting Labs/Seminars: |  |  |
| Grading **(including dates by which grading must be completed)**: |  |  |
| Office Hours: |  |  |
| Student Consultation: |  |  |
| Supervisor/TA Meetings: |  | Initial Meeting (as per 10.02(a)) |
| Invigilating Exams: |  |  |
| Supervising Field Trips: |  |  |
| Other Duties (Specify): |  |  |
| Total Hours/ Semester: |  |  |
| Extra Hours (If any): |  |  |

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| **Comments (First Meeting)** | | | Date: |
|  | | | |
| Supervisor Signature: |  | Employee Signature: |  |

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| --- | --- | --- | --- |
| **Comments (Second Meeting)** | | | Date: |
|  | | | |
| Supervisor Signature: |  | Employee Signature: |  |

*\*Keep one copy of this agreement for your records, give one copy to the employee.*