**This form is for the Graduate/Research Assistant’s personal use, as an information sheet, and as a means to keep track of his/her assistantships. While you may require information from your supervisor to complete this information sheet, the supervisor is not expected to complete it.**

**GA/RA Information**

Student’s Name: ID#:

Faculty:

Supervisor’s Name: Office:

E-mail: Phone#:

**Chain of Command**

1. Supervisor
2. Graduate Coordinator: Office:

E-mail: Phone#:
3. Department Chair/Head: Office:

E-mail: Phone#:
4. Office of Graduate Studies or CUPE

**Work Assignment #1**

Course title: Course Number:

Instructor: Office:

E-mail: Phone#:

**Duties (circle yes or no for each option)**:

Will you do class preparation? Yes/No

Will your assistantship include teaching or lecturing? Yes/No

Will you be expected to provide demonstrations, or supervise
laboratories? Yes/No

Will you be expected to do any grading or marking? Yes/No

Will you be required to hold assigned office hours, or be available for
student consultation? Yes/No

Will you be required to invigilate tests or exams? Yes/No

Will you be assisting with research? Yes/No

Will there be other duties expected of you during your assistantship? Yes/No

 If yes, please specify:

**Remember that your total hours per half-assistantship should not exceed 135 hours (270 for a full assistantship), and that your hours of work should average 10 per week.**

**Training (circle yes or no for each option)**:

Are you required to have WHMIS training? Yes/No

Are you required to have Health and Safety training? Yes/No

Are you required to have any specialized equipment training? Yes/No

If yes, please specify:

Do you require any other training? Yes/No

If yes, please specify:

**Work Assignment #2**

Course title: Course Number:

Instructor: Office:

E-mail: Phone#:

**Duties (circle yes or no for each option)**:

Will you do class preparation? Yes/No

Will your assistantship include teaching or lecturing? Yes/No

Will you be expected to provide demonstrations, or supervise
laboratories? Yes/No

Will you be expected to do any grading or marking? Yes/No

Will you be required to hold assigned office hours, or be available for
student consultation? Yes/No

Will you be required to invigilate tests or exams? Yes/No

Will you be assisting with research? Yes/No

Will there be other duties expected of you during your assistantship? Yes/No

 If yes, please specify:

**Remember that your total hours per half-assistantship should not exceed 135 hours (270 for a full assistantship), and that your hours of work should average 10 per week.**

**Training (circle yes or no for each option)**:

Are you required to have WHMIS training? Yes/No

Are you required to have Health and Safety training? Yes/No

Are you required to have any specialized equipment training? Yes/No

If yes, please specify:

Do you require any other training? Yes/No

If yes, please specify:

**Work Assignment #3**

Course title: Course Number:

Instructor: Office:

E-mail: Phone#:

**Duties (circle yes or no for each option)**:

Will you do class preparation? Yes/No

Will your assistantship include teaching or lecturing? Yes/No

Will you be expected to provide demonstrations, or supervise
laboratories? Yes/No

Will you be expected to do any grading or marking? Yes/No

Will you be required to hold assigned office hours, or be available for
student consultation? Yes/No

Will you be required to invigilate tests or exams? Yes/No

Will you be assisting with research? Yes/No

Will there be other duties expected of you during your assistantship? Yes/No

 If yes, please specify:

**Remember that your total hours per half-assistantship should not exceed 135 hours (270 for a full assistantship), and that your hours of work should average 10 per week.**

**Training (circle yes or no for each option)**:

Are you required to have WHMIS training? Yes/No

Are you required to have Health and Safety training? Yes/No

Are you required to have any specialized equipment training? Yes/No

If yes, please specify:

Do you require any other training? Yes/No

If yes, please specify:

**Work Assignment #4**

Course title: Course Number:

Instructor: Office:

E-mail: Phone#:

**Duties (circle yes or no for each option)**:

Will you do class preparation? Yes/No

Will your assistantship include teaching or lecturing? Yes/No

Will you be expected to provide demonstrations, or supervise
laboratories? Yes/No

Will you be expected to do any grading or marking? Yes/No

Will you be required to hold assigned office hours, or be available for
student consultation? Yes/No

Will you be required to invigilate tests or exams? Yes/No

Will you be assisting with research? Yes/No

Will there be other duties expected of you during your assistantship? Yes/No

 If yes, please specify:

**Remember that your total hours per half-assistantship should not exceed 135 hours (270 for a full assistantship), and that your hours of work should average 10 per week.**

**Training (circle yes or no for each option)**:

Are you required to have WHMIS training? Yes/No

Are you required to have Health and Safety training? Yes/No

Are you required to have any specialized equipment training? Yes/No

If yes, please specify:

Do you require any other training? Yes/No

If yes, please specify:

**Note: GA/RA I’s may only hold a maximum of two full-time assistantships, or four half-assistantships. GA/RA III’s may only hold a maximum of three full-time assistantships, or six half-assistantships.**

**Work Assignment #5**

Course title: Course Number:

Instructor: Office:

E-mail: Phone#:

**Duties (circle yes or no for each option)**:

Will you do class preparation? Yes/No

Will your assistantship include teaching or lecturing? Yes/No

Will you be expected to provide demonstrations, or supervise
laboratories? Yes/No

Will you be expected to do any grading or marking? Yes/No

Will you be required to hold assigned office hours, or be available for
student consultation? Yes/No

Will you be required to invigilate tests or exams? Yes/No

Will you be assisting with research? Yes/No

Will there be other duties expected of you during your assistantship? Yes/No

 If yes, please specify:

**Remember that your total hours per half-assistantship should not exceed 135 hours (270 for a full assistantship), and that your hours of work should average 10 per week.**

**Training (circle yes or no for each option)**:

Are you required to have WHMIS training? Yes/No

Are you required to have Health and Safety training? Yes/No

Are you required to have any specialized equipment training? Yes/No

If yes, please specify:

Do you require any other training? Yes/No

If yes, please specify:

**Work Assignment #6**

Course title: Course Number:

Instructor: Office:

E-mail: Phone#:

**Duties (circle yes or no for each option)**:

Will you do class preparation? Yes/No

Will your assistantship include teaching or lecturing? Yes/No

Will you be expected to provide demonstrations, or supervise
laboratories? Yes/No

Will you be expected to do any grading or marking? Yes/No

Will you be required to hold assigned office hours, or be available for
student consultation? Yes/No

Will you be required to invigilate tests or exams? Yes/No

Will you be assisting with research? Yes/No

Will there be other duties expected of you during your assistantship? Yes/No

 If yes, please specify:

**Remember that your total hours per half-assistantship should not exceed 135 hours (270 for a full assistantship), and that your hours of work should average 10 per week.**

**Training (circle yes or no for each option)**:

Are you required to have WHMIS training? Yes/No

Are you required to have Health and Safety training? Yes/No

Are you required to have any specialized equipment training? Yes/No

If yes, please specify:

Do you require any other training? Yes/No

If yes, please specify: