

**Assignment of Duties for Graduate Assistantship (GA)
in the Faculty of Arts & Science**

Graduate student's name: _____ ID Number: _____

Program/Major: _____

Initial starting date in the program: _____ (year) _____ (month) _____ (day)

Supervisor's name: _____ Department: _____

ASSIGNED DUTIES (BY SEMESTER): Duties are based on departmental needs. Lab instruction/marketing/tutoring are of higher priority, and course/lab set-up or assistance to instructors is secondary. If needed, students may be assigned duties in a related discipline in another department. Graduate assistants should 1) consult course outlines for dates of tests/assignments if they are assigned to marking; and 2) assume that their duties will extend **to two days after the end of the final exam period**, unless otherwise notified by the instructor with whom they are working.

Dept Graduate Coordinators should also complete the first part of the "Performance Expectations and Evaluation" form with the student. The final part is completed at the end of the assignment to evaluate the student's work.

Note: Students are required to complete 240 hours of GTA duties in the first year of their program of study but no more than 120 hours per semester. Students must be registered in their program of study during a GA. Renewals will be on recommendation of the Graduate Coordinator. Please submit completed form to the Dean's Office (A570).

Semester assignment; please use the designations given above:

Course/Assignment: _____

Duties (specify): _____

Total Hours: _____

Instructor: _____

Department Chair: _____ Date: _____

Semester assignment; please use the designations given above:

Course/Assignment: _____

Duties (specify): _____

Total Hours: _____

Instructor: _____

Department Chair: _____ Date: _____

SIGNATURES OF AGREEMENT

Student: _____ Date: _____

Supervisor: _____ Date: _____

Dept Graduate Coordinator: _____ Date: _____

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act ("Act") and will be protected under Part 2 of the Act. The information is collected for the purpose of assigning Graduate Assistantship hours. If you have any inquiries in regards to the collection of your personal information, please direct those inquiries to: FOIP Coordinator, University of Lethbridge, 4401 University Dr. West, Lethbridge, Alberta T1K 3M4, telephone: 403-332-4620, email: foip@uleth.ca.