

Name:  
 Appointment %:  
 Supervisor:

### G/TA Workload Tracking Sheet Fall 2008

Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
8/18-8/24	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
8/25-8/31	Prep Time/Research								
	Grading								
Fall	Class Time								
Classes	Office Hours								
Begin	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
9/1-9/7	Prep Time/Research								
	Grading								
Monday is	Class Time								
Labor Day	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
9/8-9/14	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
9/15-9/21	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
9/22-9/28	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								

Week	Tasks	Mon.	Tues.	Wed.	Thurs	Fri.	Sat.	Sun.	Total
9/29-10/5	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
10/6-10/12	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
10/13-10/19	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
10/20-10/26	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thurs	Fri.	Sat.	Sun.	Total
10/27-11/2	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
11/3-11/9	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								

Name:  
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 Supervisor:

### GATA Workload Tracking Sheet Fall 2008

Week	Tasks	Mon.	Tues.	Wed.	Thurs	Fri.	Sat.	Sun.	Total
11/10-11/16	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
11/17-11/23	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
11/24-11/30	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
12/1-12/7	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
12/8-12/14	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
12/15-12/21	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								

Have questions about your appointment workload, or other aspects of TA/GA work?

Contact the GEO at 344-8283 or [geo@shout.net](mailto:geo@shout.net) for more information and help

Visit the GEO website at [www.uigeo.org](http://www.uigeo.org) to view your TA/GA contract



NOTES:

YOUR TOTAL SEMESTER HOURS	Sample Appointment Workload
	25%= 10 hrs/week; 180 hrs/semester
	33%= 13.2 hrs/week; 237.6 hrs/semester
	50%= 20 hrs/week; 360 hrs/semester
	67%= 26.8 hrs/week; 482.4 hrs/semester