Bioengineering

Agreement of Duties Form For Graduate and Teaching Assistants (GA/TA)

lame of Graduate Assistant:		Date:
ob Title:		
Class:	(writ	e N/A for GAs not associated with a class
Jame(s) of Faculty Supervising the C	GA/TA:	
esponsibilities at the beginning of th	e semester. The facul s per week each duty	ssistant (GA/TA) discuss job duties and lty and the student should then list the is expected to take. The total hours per on.
Duty (e.g. grading, office hours, prep, etc.)	Estimated Hours Per Week	Comments
TOTAL HOLDS DED WEEK		
TOTAL HOURS PER WEEK		

Enforcement: If the total hours per week or the hours associated with any one duty prove to be significantly different than what was originally estimated or unforeseen circumstances arise during the semester, then either the faculty member or the GA/TA can require the other to redo this form and reassign GA/TA duties at any point in the semester. If the associate chair for graduate programs reviews this form and deems the estimated hours per week unrealistic or duties inappropriate, they may require that this form to be redone and GA/TA duties reassigned at any point in the semester.

Faculty:

Signature & Date

Graduate/Teaching Assistant:

Signature & Date