



One TA unit averages 5 hours of work per week for a total of 80 hours per academic term. Of the 80 hours, 76.5 hours is dedicated to the majority of TA duties and the remainder (3.5 hours) is dedicated to pool proctoring (please see below 4.6.1.Math Faculty Pool Proctoring). In general, the duties will not be distributed uniformly throughout the term and a TA's responsibility will vary widely between student, course, instructor, unit, etc.

As per Policy 30, the following elements shall be contained in this Agreement:

- Expectations regarding class attendance;
- Expectations regarding delivering course content during regular course meetings;
- Expectations regarding exam proctoring – including midterm(s) and finals;
- An estimate of the number of elements that require marking, the extent and type of feedback to be provided, and the timeframe for completing the marking and communicating results to students;
- Expectations for the timeliness of email responses, in-person communications, posting to discussion boards on e-platforms, etc.;
- Expectations regarding meetings with the Instructor – frequency and duration of communications; and
- Expectations around confidentiality and professional conduct.

The following elements are recommended for inclusion in the Agreement, as applicable to the nature of the course being delivered.

- Expectations regarding leading or participating in tutorials – roles, number and duration;
- Expectations regarding leading or attending labs – roles, number and duration;
- Expectations regarding populating and monitoring online learning platforms – roles and responsibilities;
- Expectations regarding supporting the Instructor in the development of assignments – solving/confirming/generating solutions;
- Expectations regarding participation in field work or experiential learning support including timing and hazards; and
- Other duties in support of the department/unit.

Your CMAHRO TA online training module on Harassment and Discrimination and quiz is part of your 76.5 hours and only needs to be completed once in your academic career here at the University of Waterloo. Time needed to learn course material is not included in these hours unless otherwise stated by your instructor. TA duties begin on the first day of classes and ends when the grades for the course have been submitted, where TAs are expected to be available during the entirety of this time period.

The content of this agreement may change when necessary. An instructor may for instance need to reassign tasks as the term progress amongst the course staff. It is good practice for a TA to keep track of the time worked, and to inform the TA supervisor if there is risk of TAing beyond their 76.5 hours per TA unit.

The University is committed to allow difficult conversations to take place safely and with support, due process. See Policy 30.

<b>Prepared by (course staff)</b>	<b>Signature</b>	<b>Date</b>
<b>Accepted by (Teaching Assistant)</b>	<b>Signature</b>	<b>Date</b>

**Mid Course Review Changes (optional)**

<b>Prepared by (Instructor's Signature)</b>	<b>Accepted by (Teaching Assistant's Signature)</b>	<b>Date</b>
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