

Teaching Assistant Workload Form

Instructor _____ TA _____

Semester workload hours required for Psychology _____ (course #)

(25% appt = 180 hr, 33%=240, 50% = 360)

1. Lecture attendance, if required	Hours _____
2. Quiz or laboratory attendance	Hours _____
3. Preparation for quiz or labs	Hours _____
4. Preparation of exams	Hours _____
5. Grading exams, lab reports, and papers	Hours _____
6. Meetings with course instructor <i>Note. Some hours may apply to 11c.</i>	Hours _____
7. Consultation with students	Hours _____
8. Preparation of course lecture(s), if required	Hours _____
9. Participant pool work	Hours _____
10. Communications B training	Hours _____
11. Required training (must total at least 8 hours for new TAs) a. College Welcome Week (4 hours if attended) b. Departmental Welcome Week (2 hours if attended) c. Training provided by course instructor	Hours _____ Hours _____ Hours _____
12. Other Describe:	Hours _____
TOTAL	SEMESTER Hours* _____

*Should equal total number of hours cited in TA appointment letter.

Signatures:

Instructor: _____ TA: _____

Date: _____

Copies of this form should be retained by Instructors & TAs.

Submit one signed copy to Dan Barnish (dbarnish@wisc.edu) **by the end of the second week of classes.**