

Name: _____

**G/TA Workload Tracking Sheet
Fall 2007**

Supervisor: _____

FTE: _____

Worksite: _____

Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Week Total
8/16 - 8/19 <i>short week no classes</i>	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
8/20 - 8/26	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
8/27 - 9/2	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
9/3- 9/9 <i>Monday= Labor Day</i>	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
9/10-9/16	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
9/17 - 9/23	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
9/24 - 9/30	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								

Name: _____

G/TA Workload Tracking Sheet Fall 2007

Supervisor: _____

FTE: _____

Worksite: _____

Week	Tasks	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Week Total
10/1- 10/7	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
10/8 - 10/14	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
10/15-10/21	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
10/22-10/28	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
10/29-11/4	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
11/5-11/11	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
11/12-11/18	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								

Name: _____

**G/TA Workload Tracking Sheet
Fall 2007**

Supervisor: _____

FTE: _____

Worksite: _____

Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Week Total
11/19-11/25 <i>Thanksgiving Break</i>	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
11/26-12/2	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
12/3-12/9	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								
12/10-12/16 <i>Finals Week</i>	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Else								
	<i>Daily Total</i>								

Sample % Appointments
 10% = 4 hours/week
 25% = 10 hours/week
 50% = 20 hours/week

Do you have questions about your workload, your % appointment, or anything related to your TA/GA position? Contact the GEO at 344-8283 or <geo@shout.net> for information or help.