

Name: _____
 Course: _____
 Department: _____
 Semester: _____

CUPE 4207

WORK LOG

Canadian Union of Public Employees
Local 4207
 www.4207.cupe.ca
 Phone: 905-688-5550 Ext. 4766
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Keep a work log of all time spent working for your appointment(s)

Check your Allocation of Hours form to ensure that you are doing (and only doing) what you were contracted to do.

	Pre-Semester	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Exam Time	Total Hours
Orientation/Training															
Preparation															
Attending Lectures/Lecturing															
Conducting Labs/seminars/tutorials															
Grading/Marking															
Student Consultation (In person, phone, email)															
Meetings															
Proctoring Exams															
Setting up/cleaning up before and after classes/labs/exams															
Supervising field trips															
Office Hours															
Coordinating Duties															
Data Entry (including inputting/calculating grades)															
Photocopying															
Other Duties															
Total Hours for Week															
Cumulative Hours for Semester															

Please fill this table out and compare to your hours of allocation form. If you are taking more time than allocated please go to your supervisor and ask her/him to do something about it. If her/his response is not appropriate to your needs, please drop by the union office at TARO 448. We will ensure a proper settlement of your issues.

THE FOLLOWING CORE DUTIES SHOULD BE CONSIDERED WHILE FILLING OUT THE WORK LOG FORM

This list is descriptive, not prescriptive. It is not exhaustive nor, of course, will all duties listed here apply to all Departments or to all types of positions. The intent of this list is to provide a sample of duties that may be assigned to each employee

Orientation/Training

- ✓ Attending mandatory TA training/orientation sessions
- ✓ Attending Health and Safety training sessions
- ✓ Meetings with supervisor/professor/senior lab demonstrator or course coordinator

Preparation

- ✓ Preparing handouts for seminars
- ✓ Preparing reading lists for seminars • Preparing bibliographies for seminars
- ✓ Reading preparation for lectures/labs/seminars/tutorials
- ✓ Designing and preparing tests/examinations for seminars
- ✓ Preparing assignments/problem sets for seminars
- ✓ Reading assigned texts/manuals/source materials
- ✓ Preparing tutorial/lecture notes
- ✓ Preparing/setting up audiovisual materials and equipment
- ✓ Maintaining course web/webCT site
- ✓ Preparation of syllabus
- ✓ Preparation of marking sheets

Labs/Seminars/Tutorials

- ✓ Conducting tutorials/seminars/practical sessions
- ✓ Conducting special seminars/workshops
- ✓ Demonstrating in laboratory
- ✓ Demonstrating use of equipment

Marking/Grading

- ✓ Language tapes
- ✓ Problem sets
- ✓ Computer programs
- ✓ Data sheets
- ✓ Laboratory reports
- ✓ Checking lab books
- ✓ Book reviews
- ✓ Oral presentations
- ✓ Demonstrations
- ✓ Projects/Journals
- ✓ Essays
- ✓ Quizzes
- ✓ Mid-terms
- ✓ End-of-term tests
- ✓ Examinations
- ✓ Calculating/recording/tabulating grades

Coordinating Duties

- ✓ Coordinating Teaching Assistants, Lab Demonstrators, Marker-Graders
- ✓ Assisting in the preparation of marking schemes
- ✓ Coordinating the marking of course assignments, midterm and final exams
- ✓ Filling out/revising hours of allocation forms