# TA Workload Form – Department of Psychology

Semester

Teaching Assistant Workload Form

Instructor       TA

Semester workload hours required for Psychology       (course #)

(Fall/Spring: 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  *Note*. Some hours may apply to 11c. | 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 |
| SEMESTER TOTAL | Hours\* |

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

Signatures: Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Submit one signed copy to Maria Hartwig ([mhartwig2@wisc.edu](mailto:mhartwig2@wisc.edu)) by **the end of the 2nd week of the semester.**