Name: _____

FTE: _____

GTA/GRA Hour Tracking Sheet

Term:_____

Number of students: _____

Department: _____

Class: _____

Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	*Week Total*
Prep 1	Prep Time								
No class	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Prep 2	Prep Time								
No class	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Week 1	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Week 2	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Week 3	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Week 4	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Week 5	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								

Name: _____

GTA/GRA Hour Tracking Sheet

Department: _____

Term:_____

FTE: _____

Number of students: _____

Class: _____

Week	Tasks	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	*Week Total*
Week 6	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Week 7	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Week 8	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Week 9	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Week 10	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
Finals	Prep Time								
	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								
After Finals	Prep Time								
(Grading)	Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other								
	Daily Total								