

Teaching Assistant Job Description*
Department of Electrical Engineering

Course number:

Course title:

Prepared by:

Date of last update:

Duty	Average hrs/week
Laboratory preparation	
Laboratory sessions	
Office hours	
Tutorial/recitation session preparation	
Tutorial/recitation sessions	
Problem set preparation	
Exam problem preparation	
Grading	
Other (please specify)	
Total (not to exceed 20 hours/week)	

Special requirements:

* For each TA, if the course has multiple TA's. If duties for TA's differ, please submit a separate form for each TA.