

**Appendix 'F'
Assignment Of Work Agreement**

Employee Name: _____

Home Dept./School: _____

Work Supervisor: _____

Number of Semesters: _____

Course: _____

Type of Position: _____

Start Date: _____

End Date: _____

Duties	Hours	Details
1. Orientation/Training:		
2. Preparation:		
3. Attending Lectures:		
4. Conducting Labs/Seminars		
5. Grading:		
6. Office Hours:		
7. Student Consultation:		
8. Supervisor/TA Meetings:		
9. Invigilating Exams:		
10. Supervising Field Trips:		
11. Other Duties (Specify):		
Total Hours/Semester		
Extra Hours (If any):		

Comments (First Meeting): _____

Employee's Signature

Work Supervisor's Signature

Date

Date

Comments (Second Meeting if any:) _____

Employee's Signature

Work Supervisor's Signature

Date

Date

(Sign and Date; Keep one copy of this agreement for your records, give one copy to the employee.)