

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. Lecturing:		
6. Grading:		
7. Office Hours:		
8. Student Consultation:		
9. Supervisor/TA Meetings:		
10. Invigilating Exams:		
11. Supervising Field Trips:		
12. 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.)*