Signing the Teaching Assistant Workload Forms and Contracts

- Log in to your student portal: my.concordia.ca using your MyConcordia student Netname and password.

- After you log-in to MyConcordia:
  
  1) Go to TA Menu
You will see the list of related teaching assistant documents on the right side:

2) **To access the TRAC Union agreement:**

   i. Go to: TA Menu – Union Agreement

You must click on “Agree” once per academic year to acknowledge becoming a member of the Teaching and Research Assistants at Concordia Union (TRAC Union).

**This step must be done before you can access your first workload form of the year.**
3) To access your workload forms:

Note:
- You will receive an email notifying you once the workload forms are issued and signed by the course professors/supervisors.
- You will receive an email for every workload form that has been issued for you.
- Contact your department and/or course professors/supervisors if you have any questions on your workload forms before accepting or declining online.

i. Go to: TA Menu – TA Workload Forms

You will see a list of the workload forms that have been issued for you:
ii. To view and sign your workload form(s), click on the + icon next to each workload form.

The workload form will open up:

TEACHING ASSISTANT WORKLOAD FORM

This form sets out the responsibilities of the Teaching Assistantships for the stated course. The form is to be signed at the same time that the teaching assistant contract is signed. One copy of the completed form is to be remitted to the Teaching Assistant and a copy is to be placed in the Teaching Assistant’s employee file.

The allocation of time is an estimate and the Teaching Assistant is expected to allocate time as required during peak periods, such as exam period. The Course Supervisor and the Teaching Assistant are encouraged to discuss any difficulties with the allocation of these objectives well in advance of the end of the term in order to best deliver the needs of the course and with due consideration to the peak periods. If revisions are required, the Course Supervisor and Teaching Assistant shall meet within 2 weeks of mid-term to review the objectives and make appropriate revisions.

Position Marker

Course Name CIV 498 2/ LLEC

Department Building Civil & Environ Engineering

Faculty Gina Cody School of Engineering and Computer Science

Course Number 498 Section LL 1 Term Fall

Approximate Number of Students Registered in the Class 0

Approximate Number of Students in the TA’s conferences/labs 0

Name of Course Supervisor HARDY Nada

E-mail

Name of Teaching Assistant

Concordia Status (Indicate degree program and year) Independent Study Plan - Graduate Professional Skills 2014

Employee/Student ID

E-mail

Contract start date 2018/07/27 Contract end date 2018/12/03

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Total hours per term per responsibility</th>
<th>Comments</th>
<th>Revision of allocation of responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting(s) with Course Supervisor</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training, establish guidelines and marking policies; discuss the topics or material for conferences, as well as other concerns or difficulties with workload.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Review the workload form; if you have any questions, **DO NOT** accept or decline your workload form. **Contact your department and/or professor/supervisor first.**
iii. To sign the workload forms: click on “Accept”

You may also decline the workload form by clicking on “Decline”.

iv. Once you accept or decline any workload form, the two actions will be disabled; however, you may still access and print the workload forms by following step 3 i and step 3 ii above.

4) To access your contracts:

Note:

➢ A contract will be issued by the department once you accept a workload form.
➢ You will receive an email notifying you once the contracts are issued and signed by the Academic Unit Heads.
➢ You will receive an email for every contract that has been issued for you.
➢ Contact your department and/or course professors/supervisors if you have any questions on your contracts before accepting or declining online.

i. Go to: TA Menu – TA Contracts
You will see a list of the contracts that have been issued for you:

<table>
<thead>
<tr>
<th>Department (assigned by)</th>
<th>Course</th>
<th>Title</th>
<th>Position Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy</td>
<td>ACOO 320 Q A</td>
<td>FINANCIAL REPORTING II</td>
<td>Marker</td>
<td>BatchPrinted</td>
</tr>
<tr>
<td>Finance</td>
<td>ADM 201 /2 A</td>
<td>INTRODUCTION TO ADMINISTRATION (ADMINISTERED BY THE FINANCE DEPARTMENT)</td>
<td>Marker</td>
<td>Finalized</td>
</tr>
<tr>
<td>Art Education</td>
<td>ARTE 201 /2 A</td>
<td>ART IN EARLY CHILDHOOD I</td>
<td>Marker</td>
<td>Chair Signed</td>
</tr>
<tr>
<td>Art Education</td>
<td>ARTE 352 /2 A</td>
<td>LIGHT BASED MEDIA</td>
<td>Teaching Assistant</td>
<td>Finalized</td>
</tr>
<tr>
<td>Building Civil &amp; Environ Engineering</td>
<td>CIV 465.2 VV</td>
<td>WATER POLLUTION AND CONTROL</td>
<td>Marker</td>
<td>Finalized</td>
</tr>
<tr>
<td>Finance</td>
<td>COMM 338.1 VI</td>
<td>INTRODUCTION TO FINANCE</td>
<td>Marker</td>
<td>TA Accepted</td>
</tr>
</tbody>
</table>

ii. To view and sign your contract(s), click on the icon next to each contract.

The contract will open up:
Review the contract; if you have any questions, DO NOT accept or decline your contract. Contact your department and/or professor/supervisor first.

iii. To sign the contract: click on “Accept”

You may also decline the contract by clicking on “Decline”.

iv. Once you accept or decline any contract, the two actions will be disabled; however, you may still access and print the contract by following step 4 i and 4 ii above.

5) Social Insurance Numbers (SIN):

NOTE: If your HR record is missing a valid Social Insurance Number; you must submit a valid SIN before the start date of your contract(s).

If your HR record doesn’t have a valid SIN, you will be prompted to submit a SIN online when you sign your contracts.