Signing the Teaching Assistant Workload Forms and Contracts

• Log in to your student portal: <u>my.concordia.ca</u> using your MyConcordia student Netname and password.

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The MyConcord information to st	ia portal provides personalized and confidential udents, faculty and staff.
Netname	
Password	
	Log in
	Forgot password?
	New employee? Activate your netname

• After you log-in to MyConcordia:

1) <u>Go to TA Menu</u>

Meriu	
Application for Admission	
My Student Centre	
Student Account Services	
Student Services	
Residence Life	
Financial Services	
Employee Services	
Retail Services	
IT Incident Reports	
Alerts and Profiles	
Accounts and Settings	
Software and Applications	
Auxiliary Services	
Community Compass	
President's Conversations	
Student Hub	
Co-Curricular Record	
Gartner Research	
GradProSkills	
Parent Information	
Online Course Evaluation	
Travel Registry	
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.

- TRAC TA Union Agreement
I acknowledge that, by entering into a contract governed by the "TRACT TA Union", I become a TRAC TA member.
Agree

3) To access your workload forms:

Note:

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- 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

– IA Menu	/
Job Postings	
TA Workload Forms	×
TA Contracts	
Union Agreement	

You will see a list of the workload forms that have been issued for you:

Acaden								
				💈 Refresh				
	Course	Title	Position Title	Last Status				
⊕ `	ACCO 320 /2- A	FINANCIAL REPORTING II	Marker	Accepted				
€ `	ADMI 201 /2- A	INTRODUCTION TO ADMINISTRATION (ADMINISTERED BY THE FINANCE DEPARTMENT)	Marker	Accepted				
€,	ARTE 201 /2- A	ART IN EARLY CHILDHOOD I	Marker	Accepted				
€,	CIVI 498 /2- LL	Topics in Civil Engineering: Planning and Design of Bridges	Marker	Accepted				
€,	COMM 220 /2- A	ANALYSIS OF MARKETS	Teaching Assistant	Accepted				
€,	COMM 308 /4- H	INTRODUCTION TO FINANCE	Teaching Assistant	Draft				
⊕,	COMM 308 /4- I	INTRODUCTION TO FINANCE	Marker	Accepted				
⊕ ,	MATH 201 /2- A	ELEMENTARY FUNCTIONS	Marker	Draft				
€,	MATH 201 /2- A	ELEMENTARY FUNCTIONS	Marker	Declined				
К	1 > > Page size: 30 -			9 items in 1 pages				

ii. To view and sign your workload form(s), click on the ⁽⁴⁾ 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 CIVI 498 /2- LL LEC		
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	e Class <u>0</u>	_
Approximate Number of Students in the TA's confe	erences/labs 0	
Name of Course Supervisor <u>HARDY,Nadia</u>		
E-mail	Telephone 32	33
Name of Teaching Assistant	_	
Concordia Status (indicate degree program and yea	ar) Independent Study Plan - Grad	duate Professional Skills 2014
Employee/Student ID/		
E-mail	Telephone	
Contract start date: 2018/09/27	c	Contract end date: 2018/12/03

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

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:

					🐼 Refre
	Department (assigned by)	Course	Title	Position Title	Status
	Accountancy	ACCO 320 /2 A	FINANCIAL REPORTING II	Marker	BatchPrinted
	Finance	ADMI 201 /2 A	INTRODUCTION TO ADMINISTRATION (ADMINISTERED BY THE FINANCE DEPARTMENT)	Marker	Finalized
	Art Education	ARTE 201 /2 A	ART IN EARLY CHILDHOOD I	Marker	Chair Signed
	Art Education	ARTE 352 /2 A	LIGHT?BASED MEDIA	Teaching Assistant	Finalized
ι	Building Civil & Environ Engineering	CIVI 465 /2 VV	WATER POLLUTION AND CONTROL	Marker	Finalized
ι	Finance	COMM 308 /4 I	INTRODUCTION TO FINANCE	Marker	TA Accepted

ii. To view and sign your contract(s), click on the $^{\textcircled{}}$ icon next to each contract.

The contract will open up:

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-	UN	IVERSI	ТҮ		Tead	ching Assistan	t Contract (TRAC)	
				Employee ID: Student ID: Social Insurance #: Date of birth: Citizenship: Work-Study position:	Canada No			
Surrent Program: Academic Level (in p	Master of So rogress): Masters Stu	cience INACTIVE - A dent	dmin (I-Finance)					
Course / Salary Info	rmation							
aculty:	lohn Molson School of	Business						
cademic Unit:	Accountancy							
osition Title:	larker							
Summary of Duties:	Marker is an individual wh	o grades exams and co	urse submissions. She/h	e may have contact with students.				
omments:								
ontract Dates:	2018/09/24 - 2018/12/0	3 Instructor(s)	: Hardy Nadia					
contract Dates:	2018/09/24 - 2018/12/0	3 Instructor(s)	: Hardy,Nadia			Dava	Time	Hours
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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".

 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.

My TA Contracts

To view and sign your contract(s), click on the contract icon next to each contract.
 If you have any questions about your contract(s), contact the professor and/or the department BEFORE signing your contract(s).



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

Academic year: 2018 - 2019 📀

					🐼 Refresh		
	Department (assigned by)	Course	Title	Position Title	Status		
€,	Accountancy	ACCO 320 /2 A	FINANCIAL REPORTING II	Marker	BatchPrinted		
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⊕ ,	Art Education	ARTE 201 /2 A	ART IN EARLY CHILDHOOD I	Marker	Chair Signed		
⊕,	Art Education	ARTE 352 /2 A	LIGHT?BASED MEDIA	Teaching Assistant	Finalized		
⊕,	Building Civil & Environ Engineering	CIVI 465 /2 VV	WATER POLLUTION AND CONTROL	Marker	Finalized		
⊕,	Finance	COMM 308 /4 I	INTRODUCTION TO FINANCE	Marker	TA Accepted		
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