

## Assistantship Duties Work Plan – Mathematics

As a GTA, you are responsible for every aspect of your work assignment! This form, signed by your Course Coordinator and the Graduate Director, is required at least one week prior to any planned absence (earlier is desirable) if you will miss any scheduled class periods, office hours, exam proctoring, exam grading or Calculus Center hours! This form will also be used for GTA Parental Leave (additional signatures required).

Deliver the approved form to the Graduate Coordinator to include in your department file!

GTA Name: \_\_\_\_\_ Date: \_\_\_\_\_

Class / Section assigned: \_\_\_\_\_

Date(s) of requested absence: \_\_\_\_\_

Reason for absence:

Assistantship Duties Work Plan:

<b>Duty (Class, OHs, Exam )</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Substitute</b>	<b>Instructions</b>

Special instructions provided for substitute(s):

\_\_\_\_\_  
Graduate Director Signature

\_\_\_\_\_  
Course Coordinator Signature

\_\_\_\_\_  
Department Chair Signature (Parental Leave only)