# Bilkent University, The Department of Communication and Design

Teaching Assistant // Monthly Time Sheet

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| --- | --- | --- | --- | --- | --- |
| Student ID |  | Student Name |  | Month Covered on this Time Sheet |  |

# STUDIO / COURSE ASSISTANTSHIP

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| --- | --- | --- | --- | --- |
| Date | Course Code | Section | Hours | Instructor Approval |
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| --- | --- | --- | --- | --- |
| Date | Course Code | Section | Hours | Instructor Approval |
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Total Hours

**EXAM PROCTORING**

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| --- | --- | --- | --- | --- |
| Date | Course Code | Section | Hours | Instructor Approval |
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| --- | --- | --- | --- | --- |
| Date | Course Code | Section | Hours | Instructor Approval |
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Total Hours

**GRADING**

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Course Code | Section | Homework / Assignment / Quiz /Project Description | Number of Students Submitting | Hours | Instructor Approval |
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(Note: Time spent should not exceed 10 minutes per student)

Total Hours

# OTHER TASKS newbilkentpost assistantship –Comd 434.weebly.com

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| --- | --- | --- | --- | --- |
| Date | Course Code | Section | Hours | Instructor Approval |
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| Date | Course Code | Section | Hours | Instructor Approval |
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Total Hours

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| --- | --- | --- | --- |
| Date Submitted |  | Total Hours for the Month |  |

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| APPROVALS: | Department Chair |  | Dean |  |
| Date |  | Date |  |

This form is to be submitted to the Department Secretary no later than the end of the third week every month.