

Student ID	Student Name	Month Covered on this Time Sheet
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STUDIO / COURSE ASSISTANTSHIP

Date	Course Code	Section	Hours	Instructor Approval

Date	Course Code	Section	Hours	Instructor Approval

Total Hours

EXAM PROCTORING

Date	Course Code	Section	Hours	Instructor Approval

Date	Course Code	Section	Hours	Instructor Approval

Total Hours

GRADING

Date	Course Code	Section	Homework / Assignment / Quiz / Project Description	Number of Students Submitting	Hours	Instructor Approval

(Note: Time spent should not exceed 10 minutes per student)

Total Hours

OTHER TASKS newbilkentpost assistantship –Comd 434.weebly.com

Date	Course Code	Section	Hours	Instructor Approval

Date	Course Code	Section	Hours	Instructor Approval

Total Hours

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.