

Texas A&M International University  
Graduate Assistant Accountability

Faculty Supervisor's Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

GA Name: \_\_\_\_\_ GA ID: \_\_\_\_\_

INSTRUCTIONS: This section is to be completed for Graduate Assistant appointments. Each column heading should be filled with the class information instructor of record, course and section number and number of students enrolled 12th class day. Add columns as needed. Fill in the boxes with the number of hours spent for each course for specific tasks listed on the first column.

| Instructor of Record  | Course 1 | Course 2 | Course 3 | Course 4 |
|---|----------|----------|----------|----------|
| Course Name (prefix) & Number   |          |          |          |          |
| Course Section Number   |          |          |          |          |
| Number of Students in each course   |          |          |          |          |
| <b>The following section must be completed by GA who are not instructors of record.</b> |          |          |          |          |
| Course preparation, research, course development, PPT                                   |          |          |          |          |
| Grading (exam, homework, case), manage grade book                                       |          |          |          |          |
| Discussions, virtual office, student lounge, emails                                     |          |          |          |          |
| Proctor exams   |          |          |          |          |
| Assisting in classrooms or labs   |          |          |          |          |
| Upload/download papers  |          |          |          |          |
| Course Evaluation   |          |          |          |          |
| Other (describe)  |          |          |          |          |
| Total Hours /week spent on each course  |          |          |          |          |

\_\_\_\_\_  
GA Signature

\_\_\_\_\_  
Faculty Supervisor's Signature

\_\_\_\_\_  
Department Head's Signature