**TA hour request form**

* *If you are requesting* ***additional TA hours****, please fill in* ***Part I*** *of this form.*
* *If you are requesting* ***TA hours for a new course or have not had a TA previously****, please fill in* ***Part II****.*

*One form per course.*

**Part I – Request for Additional TA hours**

Instructor:

Term(s):   
Course code and section(s):

# credits:

# scheduled contact hours per week:

Average number of students taking course in last 5 years

# TA hours currently allocated:

Scheduled activities (LEC, TUT, LAB) – list all:

Primary teaching approach

(e.g., PBL, CBEL, flipped class etc.):

TA duties (e.g., marking, leading a lab or tutorial, monitoring discussions etc.) – list all

[must align with your job description in the TA app]:

Additional comments / rationale (please be concise):

Please submit to [sandra.brown@ubc.ca](mailto:sandra.brown@ubc.ca) cc [lfs.ta@ubc.ca](mailto:lfs.ta@ubc.ca)

**Part Il – Request for TA hours for a new course / not had a TA previously**

Instructor:

Term(s):  
Course code, number & section(s):

# credits:

# scheduled contact hours per week:

Average number of students taking course in last 5 years, OR   
For a new course, indicate seats released:

Scheduled activities (LEC, TUT, LAB) – list all:

Primary teaching approach

(e.g., PBL, CBEL, flipped class etc.):

TA duties (e.g., marking, leading a lab or tutorial, monitoring discussions etc.) – list all

[must align with your job description in the TA app]:

Additional comments / rationale (please be concise):

Please submit to [sandra.brown@ubc.ca](mailto:sandra.brown@ubc.ca) cc [lfs.ta@ubc.ca](mailto:lfs.ta@ubc.ca)