

LEARNING ASSISTANT TIME SHEET

Fall 2014

LA's Name (print):

Department, course number, & section(s):

Course Professor:

TA (if applicable):

Instructions

1. List all training meetings, lectures, recitations, labs, study group sessions, mentee/mentor meetings, meetings with Director/coordinator, and LA Program meetings that you attended this week. First-year LAs should also include the pedagogy course. *(If you miss staff meetings and meet with a peer LA to get information, please include this meeting on your time sheet and indicate it was missed!)*

2. Time sheets **MUST** be submitted weekly. You can drop the time sheet off at one of the following locations:
 - i. Busch MSLC (3rd floor of ARC, behind front desk)
 - ii. Kreeger Learning Center
 - iii. Loree 124 (Cook/Douglass Learning Center)
 - iv. Tillett 111 (Livingston Learning Center)

Date	Meeting (e.g., study group, recitation, training mtg, Pedagogy Course)	Start Time	End Time	TA/ Professor Signature

By signing this time sheet, I certify that all hours recorded are true and accurate.

Signature of LA

Date