

**APPENDIX I
STANDARD WORKLOAD FORM**

College Niagara College of Applied Arts and

Dept. School of Whatever Studies

Teacher David Lemanczyk

Probationary () Yes (✓) No

(✓) Full-Time

Coordinator: () One Step / () Two Step (✓) not applicable

Periods Covered by SWF From 04 Sep 2018 to 19 Oct 2018, 29 Oct 2018 to 14 Dec 2018

Course/ Subject Identification	Assigned Teaching Contact Hours		Language(s) of Instruction	Preparation				Evaluation Feedback				Complemental Hours Allowance	Complemental Hours Assigne	
				Type	Factor	Attributed Hours	Additional Attrib'd Hours	Class Size	Type	Factor	Attributed Hours			Additional Attrib'd Hours
References to Collective Agreement	11.01 B	11.01 C	11.01 D	11.01 D	11.01 D	11.01 D	11.01 D	11.01 E	11.01 E	11.01 E	11.01 E	11.01 E	11.01 F	11.01 D,F,G
XXXX5555	3.00			EB	0.6000	1.80	0.00	24	EP	0.0300	2.16	0.00	0.00	0.00
XXXX5555	3.00			EB	0.6000	1.80	0.00	29	EP	0.0300	2.61	0.00	0.00	0.00
XXXX5555	3.00			RB	0.3500	1.05	0.00	28	EP	0.0300	2.52	0.00	0.00	0.00
XXXX5555	6.00			EB	0.6000	3.60	0.00	17	EP	0.0300	3.06	0.00	0.00	0.00
Weekly Totals	15.00					8.25	0.00				10.35	0.00	0.00	0.00

Preparation Hours / Subject = Factor X Teacher Contact Hours

Evaluation Feedback Hours / Subject = Factor X Class size X Teaching Contact Hours

Number of different course preparations	3
Number of different sections	4
Number of languages of instruction	1

Weekly Totals

Assigned Teaching Contact Hours / week	15.00
Preparation Hours / week	8.25
Evaluation Feedback Hours / week	10.35
Complementary Hours (allowance) / week (minimum 6)	6.00
Complementary Hours (assigned) / week	0.50
Total this period (SWF)	40.10

Accumulated Totals to SWF Period End Date

	Teaching Contact Hours	Contact Days	Teaching Weeks
Balance from previous SWF	0	0	0
Total this period SWF	210	68	14
Total to end date	210	68	14

Course List

the courses you are teaching should be listed here, along with the teaching contact hours for each. If it isn't correct, changes need to be made.

Course Type & Preparation Factor

NW=1.10 factor
EA=0.85 factor
EB=0.60 factor
RA=0.45 factor
RB=0.35 factor

Additional Attributed Hours

any additional preparation work that is associated with a specific course can be added in this column (for example, if you set up and take down a lab).

Class Size

this is supposed to be a 'best estimate' for the size of a section. We have seen the numbers vary wildly with the number you are expecting. If you have more than 260 students in total, you will get additional out of class assistance (OOCA).

Evaluation Factors

EP=0.030 per student
RA=0.015 per student
IP=0.0092 per student

The college also uses a 'blended factor' where two or more types of evaluation are used