



The Hong Kong University of Science and Technology
Department of Civil and Environmental Engineering (CIVL)

Teaching Assistant Duty Record

Part 1 - Applicant details

Name of student: _____
Student no.: _____
Program (PhD/MPhil): _____

Part 2 – Teaching Assistant (TA) Duty

The student performed TA duty with details as follows:

Academic year: _____
Term: Fall / Spring / Summer*
Course code: _____

Part 3 – TA Duty Performance

The student has performed the 30-min instructional delivery to a group of students on _____.
Teaching performance: pass / fail* (date)

Other Comments (if any):

Endorsement:

Signature: _____
Name: Prof
Course Instructor
Date: _____

Remarks:

1. Student should submit the complete form to the CIVL general office no later than the last teaching day of the respective performing term.

* *Please choose as appropriate.*