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*
Other Comments (if any):

Endorsement:

Signature: ____________________________
Name: Prof ____________________________
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.