

Description of Duties and Allocation of Hours Form

Department: <input style="width: 90%;" type="text"/> Course Code: <input style="width: 90%;" type="text"/> Course Title: <input style="width: 90%;" type="text"/> Tutorial Category: <input style="width: 90%;" type="text"/>	Teaching Assistant: <input style="width: 90%;" type="text"/> Supervising Professor: <input style="width: 90%;" type="text"/> Est. Enrolment / TA Section: <input style="width: 90%;" type="text"/> Expected Enrolment (course): <input style="width: 90%;" type="text"/>
<input type="radio"/> Optional <input type="radio"/> Mandatory	Requires Training for Scaling Learning Activities to Size of Tutorial <input type="checkbox"/>

Allocation of Hours Worksheet

#	Responsibility/Activity <small>(e.g. training, assignments, tutorials, meetings, etc.)</small>	Time/ Task <small>(minutes)</small>	# of Students <small>(as applicable)</small>	Total Time <small>(hours)</small>	Revised <small>(as applicable)</small>	Category of Duties
Total						

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Training	
<input type="checkbox"/> Attending Health and Safety training sessions <input type="checkbox"/> Meetings with supervisor <input type="checkbox"/> Adapting Teaching Techniques (ATT) (scaling learning activities)	Indicate Tutorial Category (1 primary activity) <input type="checkbox"/> Discussion-based Tutorial <input type="checkbox"/> Skill Development Tutorial <input type="checkbox"/> Review and Q&A Session <input type="checkbox"/> Laboratory/Practical

Allocation of Hours Summary		
Duties	Initial (Hours)	Revised (If necessary)
First Contract Training		
Additional Training (if required)		
Preparation		
Contact Time		
Marking/Grading		
Other Duties		
Total Hours		

Prepared by (*Supervisor*)

Signature

Date:

Approved by (*Chair/Designated Authority*)

Signature

Date:

Accepted by (*Teaching Assistant*)

Signature

Date:

MID COURSE REVIEW CHANGES (if any)

Date:

Prepared by (*Supervisor*)

Approved by (*Chair/Designated Authority's Signature*)

Approved by (*Teaching Assistant's Signature*)

Appendix: List of Suggested Tasks and Teaching Techniques

This list is instructive only. It is not exhaustive nor, of course, will all duties listed here apply to all Departments or all types of positions. The list of teaching techniques aligns with the four categories of tutorials and is meant to offer information that may help instructors identify appropriate tutorial training for TAs.

Preparation		Contact Time	
<ul style="list-style-type: none"> Preparing course outline Selecting relevant texts Preparing handouts Preparing reading lists Preparing bibliographies Preparing tutorial/lecture notes Attending supervisor's labs/tutorials Preparing assignments/problem sets 	<ul style="list-style-type: none"> Preparing/setting up laboratory materials Designing & preparing tests/examinations Preparing/setting up audiovisual materials Consulting/meeting with course supervisor Attending supervisor's lectures/seminars Announcing special seminars/workshops Reading texts/manuals/source materials Developing/maintaining course web site 	<ul style="list-style-type: none"> Conducting lectures Office hours Demonstrating in laboratory Leading field trips Demonstrating problem solving Tutoring individuals (not in centre) Demonstrating in language lab Consulting outside of office hours 	<ul style="list-style-type: none"> Demonstrating equipment outside class Conducting special seminars/workshops Conducting tutorials/seminars/practicals Consulting with students electronically
Marking/Grading		Other Duties	
<ul style="list-style-type: none"> Book reviews End-of-term tests Oral presentations Checking lab books Laboratory reports Computer programs 	<ul style="list-style-type: none"> Examinations Demonstrations Quizzes Projects Language tapes 	<ul style="list-style-type: none"> Essays Problem sets Mid-terms Data sheets Calculate/record/tabulate grades 	<ul style="list-style-type: none"> Coordinating other TAs, Resource Centres, etc. Clerical (photocopying handouts/readings, etc.) Technical Support Meetings with other TAs Exam/test invigilation

Teaching Techniques
<p>General</p> <ul style="list-style-type: none"> Providing effective feedback Tutorial planning Classroom management (including strategies for different sizes of tutorials) Presentation skills Respond to students' questions effectively Adapting teaching techniques (how to scale learning activities for the number of students)
<p>Discussion-Based</p> <ul style="list-style-type: none"> Effective facilitation of small, large and/or online group discussions Development of relevant examples/scenarios/questions for discussion activities Selection and use of materials and examples appropriate to discipline/course content
<p>Skill Development</p> <ul style="list-style-type: none"> Facilitating hands-on activities for different sizes of tutorials Monitoring practice-based learning
<p>Laboratory/Practical</p> <ul style="list-style-type: none"> Effective demonstrations and presentations in a lab or practical Effective pre-lab talks Effective monitoring of students' work
<p>Review and Q&A</p> <ul style="list-style-type: none"> Consolidating and clarifying students' areas of concern Modeling effective review strategies for students