

## Description of Duties and Allocation of Hours Form

<b>Department:</b>	<input type="text"/>	<b>Supervising Professor:</b>	<input type="text"/>
<b>Course Code:</b>	<input type="text"/>	<b>Est. Enrolment / TA:</b>	<input type="text"/>
<b>Course Title:</b>	<input type="text"/>	<b>Expected Enrolment:</b>	<input type="text"/>
<b>Tutorial Category:</b>	<input type="text"/>	Requires Training for Scaling Learning Activities to Size of Tutorial <input type="checkbox"/>	
<input type="radio"/> Optional <input type="radio"/> Mandatory			

### Allocation of Hours Worksheet

# of Unit(s)	Type of Unit <small>(e.g. assignments, tutorials, meetings, etc.)</small>	Time/Task <small>(minutes)</small>	Total Time <small>(hours)</small>	Revised <small>(As necessary, e.g. following a mid-course review)</small>
<b>Total</b>				

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<b>Training</b>	
<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

<b>Allocation of Hours Summary</b>		
<b>Duties</b>	<b>Initial</b>	<b>Revised</b> <small>(If necessary)</small>
<b>Training</b>		
<b>Additional Training (if required)</b>		
<b>Preparation</b>		
<b>Contact Time</b>		
<b>Marking/Grading</b>		
<b>Other Duties</b>		
<b>Total Hours</b>		

Handwritten signatures please!

Prepared by (*Supervisor*)

Signature

Date:

Approved by (*Chair/Designated Authority*)

Signature

Date:

Accepted by (*Teaching Assistant*)

Signature

Date:

<b>MID COURSE REVIEW CHANGES (if any)</b>	Date: <input style="width: 100%;" type="text"/>
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Prepared by ( <i>Supervisor</i> )	Approved by ( <i>Chair/Designated Authority's Signature</i> )
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
	Approved by ( <i>Teaching Assistant's Signature</i> )

This page need not be included in submitting the completed form

## 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	
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	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	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	Demonstrating equipment outside class Conducting special seminars/workshops Conducting tutorials/seminars/practicals Consulting with students electronically:
Marking/Grading		Other Duties	
Book reviews End-of-term tests Oral presentations Checking lab books Laboratory reports Computer programs	Examinations Demonstrations Quizzes Projects Language tapes	Essays Problem sets Mid-terms Data sheets Calc./record/tabulate grades	Coordinating other TAs, Resource Centres, etc. Clerical (photocopying handouts/readings, etc.) Technical Support Meetings with other TAs Exam/test invigilation

Teaching Techniques
<b>General</b> 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)
<b>Discussion-Based</b> 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
<b>Skill Development</b> Facilitating hands-on activities for different sizes of tutorials Monitoring practice-based learning
<b>Laboratory/Practical</b> Effective demonstrations and presentations in a lab or practical Effective pre-lab talks Effective monitoring of students' work
<b>Review and Q&amp;A</b> Consolidating and clarifying students' areas of concern Modeling effective review strategies for students