

Description of Duties and Allocation of Hours

Department: Physics
 Course Number and Title: Microteaching Minicourse
 Supervising Professor: Jason Harlow

Duties	Hours Per Task	
	Initial	Revised
Training: TA Meeting Sep.4	2.5	
Preparation: Preparing talk	0.5	
Contact: 2 hours x 2 meetings	4	
Marking/Grading: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> _____ _____ _____ _____ _____ _____ _____ </div> <div style="text-align: center;"> _____ _____ _____ _____ _____ _____ _____ </div> </div>		
Other Duties:		

Total Hours: 7

Jason Harlow Prepared by (Supervisor)	 Signature	Date
Pierre Savaria Approved by (Chair/DA)	 Signature	Date
_____ Accepted by (Teaching Assistant)	_____ Signature	_____ Date

MID COURSE REVIEW CHANGES (if no change, record date of meeting and note no change)		
Date of Meeting: _____		
_____ Prepared by (Supervisor Signature)	_____ Approved by (Signature Chair/DA)	_____ Teaching Assistant Signature

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THE FOLLOWING DUTIES SHOULD BE CONSIDERED WHEN FILLING OUT THE JOB DESCRIPTION

1	Training		
	6.5 Attending TA training sessions	_____	Leading field trips
_____	Attending Health and Safety training sessions	_____	Office hours
_____	Meetings with supervisor	_____	Consulting with students outside office hours
		_____	Consulting with students electronically
			PLEASE specify media and purpose of contact (eg., e-mail, newsgroups, web sites, listserves, etc.)
2	Preparation		
_____	Preparing course outline		
_____	Selecting relevant texts		
_____	Preparing discussion outlines		
_____	Preparing handouts	3.2	Marking/Grading
_____	Preparing reading lists	_____	Language tapes
_____	Preparing bibliographies	_____	Problem sets
_____	Designing and preparing tests/examinations	_____	Computer programs
_____	Preparing assignments/problem sets	_____	Data sheets
_____	Reading texts/manuals/source materials	_____	Laboratory reports
0.5	Preparing tutorial/lecture notes	_____	Checking lab books
_____	Preparing/setting up audiovisual materials and equipment	_____	Book reviews
_____	Developing/maintaining course web site	_____	Oral presentations
_____	Attending supervisor's lectures/seminars	_____	Demonstrations
_____	Attending supervisor's labs/tutorials	_____	Projects
_____	Announcing special seminars/workshops	_____	Essays (indicate page length)
_____	Consulting/meeting with course supervisor	_____	Quizzes
_____	Preparing/setting up laboratory materials	_____	Mid-terms
		_____	End-of-term tests
		_____	Examinations
		_____	Recording/tabulating grades
3	Core Duties		Other Duties
3.1	Contact Time		
_____	Conducting lectures	_____	Exam/test invigilation
_____	Conducting tutorials/seminars/practicals	_____	Meetings with other TAs
_____	Conducting special seminars/workshops	_____	Clerical (eg., photocopying handouts/readings)
_____	Demonstrating in laboratory	_____	Technical support
_____	Demonstrating in language laboratory	_____	Coordinating other TAs, Resource Centres, etc.
_____	Demonstrating equipment outside class		
_____	Demonstrating problem solving		
_____	Tutoring individuals (not in drop-in centre)		

Notes:	
1	This list is instructive only. It is not exhaustive nor, of course, will all duties listed here apply to all Departments or to all types of positions.
2	The list is not a substitute for clearly itemizing duties on the front of the form. Select ALL appropriate duties that you are assigning to the employee and that you know will be required of the employee and transfer to the appropriate section of the form, assigning sufficient time allowance to each and specifying the total hours of the appointment to be devoted to this activity. Also include any duties you are assigning which are not on the list on this side of the form.
3	When allocating for marking, indicate the number of individual items to be marked and the time allotted for each item. If the number of students is not known, estimate as accurately as possible and revise as necessary during the mid-course review. For contact hours indicate the number of hours per week and the number of weeks.