

# Description of Duties and Allocation of Hours (DDAH) Form



All duties of the position shall be specified on this form.

**Department**

**Course Supervisor**

**Course Code**

**Enrollment per TA Section at time of DDAH**

**Course Title**

**Estimated Enrollment in Course**

**First TA Appointment?**

☐

Yes

☐

No

**Tutorial Category Type:**

☐

Discussion-based

☐

Exam / test / assignment review

☐

Skill development

☐

Laboratories / practicals

☐

None

**Tutorial Size:**

☐

30 students or less

☐

31 students or more

**Are you teaching on a campus different from your affiliated campus?**

☐

Yes

☐

No

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Responsibility / Activity (if applicable)		Time / Task	Total Time	Revised
<b>Meetings</b>	Initial DDAH meeting (1 hour minimum)			
	Midterm DDAH review (0.5 hours minimum)			
<b>Preparation</b>				
<b>Contact time</b>				
<b>Other duties</b>	Exam/test invigilation			
Marking/Grading (use Worksheet below)				
Total hours for the position (as per letter of offer)				

<b>Training</b> Training hours are additional to "total hours" for the position.	If first TA appointment, specify 4 hours for mandatory training			
	Additional training required for the position			
	Additional training in accordance with Article 17			
<b>Total training hours</b>				

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## Marking / Grading Worksheet

Assignment	# of Assignments	Time per Assignment	Total hours (#*time)/60 min)	Anticipated Date available to TA	Turnaround time

**Prepared by** (Course Supervisor)

**Signature**

**Date**

**Approved by** (Chair/Designated Authority)

**Signature**

**Date**

**Accepted by** (Teaching Assistant)

**Signature**

**Date**

## Mid-Course Review Changes (if any)

**Prepared by** (Course Supervisor)

**Date**

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

**Approved by**  
(Teaching Assistant's Signature)

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## 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

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Preparing course outline/tutorial plans	Preparing/setting up laboratory materials
Selecting relevant texts	Designing & preparing tests/examinations
Preparing handouts	Preparing/setting up audiovisual materials
Preparing reading lists	Attending supervisor's lectures/seminars
Preparing bibliographies	Announcing special seminars/workshops
Preparing tutorial/lecture notes	Reading course materials (e.g. readings/manuals)
Attending supervisor's labs/tutorials	Developing/maintaining course website
Preparing assignments/problem sets	

## Contact Time

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Conducting lectures	Demonstrating in language lab
Office hours	Consulting outside of office hours
Demonstrating in laboratory	Demonstrating equipment outside class
Leading field trips	Conducting special seminars/workshops
Demonstrating problem solving	Conducting tutorials/seminars/practicals
Tutoring individuals (not in centre)	Consulting with students electronically

## Meetings

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Initial DDAH Review meeting  
Mid-term DDAH Review meeting  
Benchmarking sessions  
Consulting/meeting with course supervisor  
Course meetings with other TAs

## Training

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TAs on first appointments training  
Training on software or online platforms used in the course  
Training specific to the course offering  
Training in accordance with Article 17

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Appendix: List of Suggested Tasks and Teaching Techniques

## Marking / Grading

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Book reviews	Projects
End-of-term tests	Language tapes
Oral presentations	Essays
Checking lab books	Problem sets
Laboratory reports	Mid-terms
Computer programs	Data sheets
Examinations	Calculate/record/tabulate grades
Demonstrations	Multimedia submissions
Quizzes	

## Other Duties

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Coordinating other TAs, Resource Center, etc.  
Clerical (e.g., photocopying course materials)  
Technical Support (e.g., captioning lectures, setting up online class page)  
Exam/test invigilation  
Uploading/returning grades utilizing online platforms

## Teaching Techniques

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### General

Providing effective feedback  
Tutorial planning  
Classroom management (including strategies for different sizes of tutorial)  
Presentation skills  
Respond to students' questions effectively  
Adapting teaching techniques (how to scale learning activities for the number of students)

### Discussion-Based

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

### Skill Development

Facilitating hands-on activities for different sizes of tutorials  
Monitoring practice-based learning

### Laboratory/Practical

Effective demonstrations and presentations in a lab or practical  
Effective pre-lab talks  
Effective monitoring of students' work

### Review and Q&A

Consolidating and clarifying students' areas of concern  
Modelling effective review strategies for students