

Description of Duties and Allocation of Hours Form

Department:	IBBME	Supervising Professor:	Chris Bouwmeester
Course Code:	BME498Y	Est. Enrolment / TA Section:	14
Course Title:	BME Capstone	Expected Enrolment (course):	14
Tutorial Category:	Requires Training for Scaling Learning Activities to Size of Tutorial <input type="checkbox"/>		
<input type="radio"/> Optional <input checked="" type="radio"/> Mandatory			

Allocation of Hours Worksheet

#	Responsibility/Activity <small>(e.g. training, assignments, tutorials, meetings, etc.)</small>	Time/ Task (minutes)	# of Students (as applicable)	Total Time (hours)	Revised (as applicable)	Category of Duties
8	Pre/Post Class Assignment	60		8.00		Marking/Grading
8	Progress Presentations	60		8.00		Marking/Grading
2	Laboratory Session	180		6.00		Contact Time
11	Team Meetings	60		11		Contact Time
23	Laboratory Time (Availability)	60		23		Contact Time
4	Project Requirements Report	60		4.00		Marking/Grading
1	Project Proposal Presentations	60		1.00		Marking/Grading
4	Project Proposal	30		2.00		Marking/Grading
1	Preliminary Test Results Presentation	60		1.00		Marking/Grading
1	Demonstration Day Presentation	60		1.00		Marking/Grading
4	Final Report	60		4.00		Marking/Grading
1	Safety Training	60		1.00		Additional Training
Total				70		

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
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 Calculate/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

General
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)
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 Modeling effective review strategies for students

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Training

- Attending Health and Safety training sessions
- Meetings with supervisor
- Adapting Teaching Techniques (ATT)
(scaling learning activities)

Indicate Tutorial Category (1 primary activity)

- Discussion-based Tutorial
- Skill Development Tutorial
- Review and Q&A Session
- Laboratory/Practical

Allocation of Hours Summary

Duties	Initial (Hours)	Revised (If necessary)
First Contract Training		
Additional Training (if required)	1	
Preparation		
Contact Time	40	
Marking/Grading	29	
Other Duties		
Total Hours	70	

Chris Bouwmeester


Digitally signed by Chris Bouwmeester
DN: cn=Chris Bouwmeester, o=UBBME,
email=chris.bouwmeester@utoronto.ca, c=CA
Date: 2017-08-25 16:09:17 -04'00'

Date: 25-Aug-17

Prepared by (Supervisor)

Signature

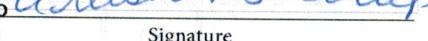
Approved by (Chair/Designated Authority)



Date:

25-Aug-17

Accepted by (Teaching Assistant)



Date:

25-Aug-2017

MID COURSE REVIEW CHANGES (if any)

Date:

Prepared by (Supervisor)



Approved by (Teaching Assistant's Signature)

Approved by (Teaching Assistant's Signature)