

## Description of Duties and Allocation of Hours Form

### 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	3	
Contact Time	27	
Marking/Grading	12	
Other Duties	7	
<b>Total Hours</b>	<b>50</b>	

OTO Engineering Communication Program Capstone TA Training 10 hours

Chris Bouwmeester

Prepared by (Supervisor)

Digitally signed by Chris Bouwmeester  
DN: cn=Chris Bouwmeester, o=U of T, email=chris.bouwmeester@utoronto.ca, c=CA  
Date: 2017.08.25 09:54:37 -0400

Signature

Date: 25-Aug-17

Approved by (Chair/Designated Authority)

Signature

Date:

Arushi Swarup

Accepted by (Teaching Assistant)

Arushi Swarup

Signature

Date: 25-Aug-2017

MID COURSE REVIEW CHANGES (if any)

Date:

Prepared by (Supervisor)

Approved by (Chair/Designated Authority's Signature)

Approved by (Teaching Assistant's Signature)