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

Description of Duties and Allocation of Hours (DDAH) Form

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

Training 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			
Total training hours				

Description of Duties and Allocation of Hours (DDAH) Form

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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

Preparing course outline/tutorial plans

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

Attending supervisor's lectures/seminars

Announcing special seminars/workshops

Reading course materials (e.g. readings/manuals)

Developing/maintaining course website

Contact Time

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

Meetings

Initial DDAH Review meeting

Mid-term DDAH Review meeting

Benchmarking sessions

Consulting/meeting with course supervisor

Course meetings with other TAs

Training

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

Description of Duties and Allocation of Hours (DDAH) Form

Appendix: List of Suggested Tasks and Teaching Techniques

UNIVERSITY OF TORONTO

Marking / Grading

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

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

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