

Examples: (actual responsibilities for the specific position could be listed here)

Some classroom experience

Presentation of occasional lectures

Leading discussion sections

Preparing and supervising labs

Conducting tutorials

Holding office hours

Grading papers, problem sets, quizzes, and examinations

✓ Tailor to each student / by each student TA.

✓ Add rough time estimates

✓ Instructor and TA review together

Attending class: _____ hours

Office hours: _____ hours

Other student meetings: _____ hours

Email / student communication: _____ hours

Grading: _____ hours

Exam/homework preparation _____ hours

Lecture preparation: _____ hours

Lab preparation and supervision: _____ hours

Other meetings (faculty/STAs/UTAs): _____ hours

Supervising TAs / TA cohort communication: _____ hours

Communicating with/scheduling guest lecturers: _____ hours

Canvas site work: _____ hours

Assigned course research: _____ hours

Other (please specify) _____