Semester:	E	week of:								
		1/23/23	1/30/23	2/6/23	2/13/23	2/20/23	2/27/23	3/6/23	3/16/23	3/20/23
Total Hours spent	20	0	0	0	0	0				
Activities/Responsibilities										
Attending class: hours	3									
Office hours: hours	3									
Other student meetings: hours										
Email / student communication: hours	2									
Grading: hours	6									
Exam/homework preparation hours	2									
Lecture preparation: hours										
Lab preparation and supervision: hours	2									
Other meetings (faculty/STAs/UTAs): hours										
Supervising TAs / TA cohort communication: hour	s									
Communicating with/scheduling guest lecturers:h	1									
Canvas site work: hours	1									
Assigned course research: hours										
Other (please specify)										
						·	·			

3/27/23	4/3/23	4/10/23	4/17/23	4/24/23	5/1/23	5/8/23	5/15/23
			·				

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)

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

Some classroom experience