

110 TA ORIENTATION
September 10, 2009

Roles and Responsibilities of 110 Tutorial Leaders

a) Responsibilities of 110 Tutorial Leaders:

In addition to the responsibilities listed in section 2 of the *TA Policy Statement*, tutorial leaders in 110 are responsible for:

- Preparing and teaching one seminar class per week.
- Meeting with the course instructor as arranged at the beginning of term.
- Attending all training sessions for tutorial leaders.
- Providing the instructor with representative marked papers from his/her tutorial group to ensure marking fairness.
- Attending all lectures.
- Facilitating the evaluation of their seminar class.
- Electing a tutorial leader to represent the interests and experience of 110 TAs in the 110 Steering Committee.

While tutorial leaders are encouraged to bring their own pedagogical approaches to class meetings, they should do so in the context of supporting the aims of the course as a whole, including all course policies, as set out by the professor on the syllabus and/or in lectures. This is vital in order to ensure a consistent learning experience for the students.

b) Responsibilities of 110 Instructors vis-à-vis Tutorial Leaders:

110 instructors are responsible for:

- Meeting with tutorial leaders early in the term to agree upon the arrangement of duties. Instructors must ensure that the total number of hours does not exceed the maximum for which tutorial leaders are paid (120 per term), and that duties such as class attendance and office hours are counted as part of their paid hours. Instructors must provide tutorial leaders with a written breakdown of duties and hours.
- Ensuring that tutorial leaders receive book lists, syllabi, relevant handouts, and free access to necessary texts.
- Introducing the tutorial leaders to the class at the beginning of term.
- Explaining the methods and standards for marking used in the course, and providing tutorial leaders with written guidelines.
- Preparing discussion questions for each seminar class and being available to discuss these with tutorial leaders.
- Providing for and commenting on trial marking performances, where necessary.
- When requested to do so by the tutorial leader, attending one seminar class, offering constructive criticism of the tutorial leader's performance in private afterwards, and writing an assessment for inclusion in a dossier.

Instructors are responsible for all final grades and for ensuring equitable grading practices across tutorial sections.