October 28, 2008

To the Registry:

Re: Duties for TA – College of Nursing

Duties of a TA will include any of the following:

Data entry and/or organisation of library materials.
Preparation of documents related to course content (ie. study guides, tutorial session guides, study outlines, etc)
Formatting of course materials (updating headers/footers for handouts, powerpoints, etc).
Organising telephone trees (contact systems) to inform students about special classes (cancellations, makeups, workshops, seminars, tutorials) or changes in classes.
Organise and inform students about arrangements for practicums.
Organise and/or act as mentor for tutorial sessions involving either peers or juniors.

Yours truly

Dr. Karen Lund
Chair