

## Appendix B - Teaching Fellow Form

### SECTION A

Name of Teaching Fellow	
*Employee Email Address of Teaching Fellow	
Preference Group (A or B)	
Department	
Term	
Number and Title of Course	
Employment Supervisor	
Number of Scheduled Teaching Hours	

### SECTION B

Teaching Fellow Areas of Responsibility	Checklist	Notes
1. Design and planning of curriculum		
a) Preparing course syllabus		
b) Identifying learning outcomes		
c) Developing reading lists, demonstrations, laboratory experiences, curriculum/content review (e.g. updating for Equity, Diversity, Inclusion & Indigeneity), etc.		
2. Teaching and supporting student learning		
a) Developing and delivering lectures or other learning tools		
b) Preparing seminars or tutorials		
c) Preparing course related materials, such as lab manuals, websites,		

## Teaching Fellow Form (page 2)

This form is intended to guide review and discussion of the anticipated areas of responsibilities and expectations of the Teaching Fellow in the