# Duties and Timeline for Lead Writing TAs

This document gives a detailed description and timeline for Lead Writing TAs (LWTAs) to help them, WIT departmental contacts, and course instructors plan and manage WIT activities.

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<tr>
<th>Date</th>
<th>Tasks/Activities</th>
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<td>Mid-June</td>
<td>Participate in LWTA Training (roughly 15 hours over three days focused on current theory and best practices related to teaching writing in the disciplines)</td>
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| July-August       | 1. Review LWTA Handbook given at training and these key WIT Documents on blackboard and your USB key (supplied at training):  
  • Final Reflective Report by LWTA from previous year  
  • Your department’s WIT application and budget for the coming year  
  • Training materials and resources developed by previous LWTAs  
  
  **NOTE:** if you suspect your department’s “Legacy Files” posted on blackboard are incomplete, please contact the previous year’s LWTA and the WIT Coordinator.  
  2. Meet with WIT Coordinator (Andrea) and WIT Department Contact (usually Associate Chair, Undergraduate Studies) to discuss previous year and plan upcoming one.  
  3. Contact **WIT course instructor(s) and WIT Coordinator** to set up a meeting to plan writing elements of course (before the meeting request a copy of the syllabi and assignments from previous year if current one isn’t available).  
  4. Review syllabi and course materials.  
  5. Locate discipline-specific writing materials and resources, e.g., search “WAC (Writing Across the Disciplines)” or “WID (Writing in the Disciplines)” or “chemistry” or “writing and geography” to get familiar with available resources, which you can adapt. See **WAC Clearinghouse**. |
| End of August     | Email WIT Coordinator and your department’s WIT Contact (usually the Association Chair, Undergraduate Studies) your first monthly update. |
| August-Early Sept | 1. Meet with WIT Course Instructors to finalize plans around syllabus, writing assignments, tutorials/labs, TA training, and benchmarking sessions.  
  2. Contact course TAs at start of term to schedule training and benchmarking sessions and **inform WIT Coordinator of these dates as soon as these are scheduled**. |
| End of Aug-Sept   | 1. Contact person who assigns course TAs in your unit for the names and contact information of TAs in WIT courses.  
  2. Email or use a Doodle poll to set up meetings with TAs (latter may be more efficient for scheduling large numbers of TAs).  
  3. Review writing resources you’ll distribute to TAs/course instructors, e.g., college Writing Centre information, Writing Plus workshops, ELL workshops, etc. (see Blackboard and writingatuniversityoftoronto.ca website) |
| Sept-October      | The following activities will be ongoing:  
  1. Lead Course TA training and benchmarking sessions. **NOTE:** these will sometimes be done with the Writing Coordinator, other times on your own, depending on Andrea’s availability; meet with WIT coordinator and course instructors to plan WIT activities. |
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<th>Task Description</th>
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| Early November | 1. Email Course Instructors and Writing Coordinator (and possibly Course TAs) a mid-term a brief summary) about WIT activities to date. NOTE: If you're already in regular contact with course instructors this isn’t necessary.  
2. Lead benchmarking sessions.  
3. Contact Course Instructors for Winter 2013 WIT Courses to plan meetings and obtain a course syllabus and copies of writing assignments.  
4. Contact Course Instructors for student and TA contact information to administer surveys.  
5. Email WIT Coordinator and WIT Contact monthly update by end of month.  
6. Schedule your mid-year review with WIT Coordinator and your unit’s WIT Contact: this should be done before the end of the Winter term. |
| Mid-Late November | 1. Email Course Instructors and Writing Coordinator monthly update by end of month. |
| December | 1. Lead benchmarking sessions.  
2. Meet with Course Instructors to plan Winter 2013 WIT courses: gather and file samples of syllabi, writing assignments, TA activities/lesson plans  
3. Email WIT Coordinator and WIT Contact monthly update before break. |
| January | 1. Meet with Course Instructors to plan Winter WIT courses  
3. Contact course TAs (and use a doodle poll) to schedule training and benchmarking sessions. NOTE: it’s more effective and efficient to have all dates planned at the start of term.  
2. Consult on assignments and rubrics as required  
3. LWTA 3-hour training meeting  
4. Email WIT Coordinator and WIT Contact monthly update by end of month. |
| January - February | 1. Consult on assignments and rubrics as required  
2. Lead Training and Benchmarking sessions  
3. WIT Renewal Applications due (you may be asked to help your department with their application)  
4. Email WIT Coordinator and WIT Contact monthly update by end of month. |
| March | 1. Contact Course Instructors for student and TA contact information to administer surveys  
2. Lead final benchmarking sessions  
3. Email WIT Coordinator and WIT Contact your final monthly update by end of month (no update required for April since you’ll write Final Report instead). |
| Early April | 1. Administer departmental surveys***  
2. Schedule departmental WIT debrief with WIT course instructors, WIT Departmental Contact, and WIT Coordinator |
| Mid-April | 1. Revise monthly updates for Final Reflective Report  
2. Attend WIT Showcase Lunch (you may be asked to present on WIT activities in your unit) |
| April 30 | 1. Email draft of Final Reflective Report to WIT Coordinator (no monthly update required for April) by mid-April and final version by Apr. 30  
2. Post all WIT documents (including assignments, rubrics, course TA training materials, resources, etc.) in “Legacy Files” folder on Blackboard |

*** Some units do their own surveys, whereas Arts and Sciences administrators others. Please ask WIT Coordinator about this.