

TA Training Request Form

Thank you for contacting the Teaching Assistants' Training Program (TATP) to facilitate a training session for teaching assistants (TAs) in your department/unit/program. Please fill out this form so we can best serve the needs of your department and your TAs. You can use this form to book training for first-contract TAs, returning TAs or both. Once you have completed the form, submit using the "Submit by Email" button or send a copy to services.ta@utoronto.ca. **Please note: TATP is not able to run a session in your department for fewer than 10 TAs.** If you have less than 10 TAs that require training, please direct them to one of [TATP's central or tri-campus training sessions](#).

Contact Information			
Contact Name	<input type="text"/>	Email	<input type="text"/>
Department	<input type="text"/>	Phone Number	<input type="text"/>
Role:	<input type="text"/>	TA Liaison Name	<input type="text"/>
Campus:	<input type="radio"/> St. George <input type="radio"/> UTM <input type="radio"/> UTSC	TA Liaison Email	<input type="text"/>

First-Contract TA Training			
Requested Date (Option #1)	<input type="text"/>	Start Time	<input type="text"/>
		Room	<input type="text"/>
Requested Date (Option #2)	<input type="text"/>	Start Time	<input type="text"/>
		Room	<input type="text"/>
(Please note, it is the department's responsibility to book a room)			
Length of Training Session	<input type="text"/>	Available A/V in the room (select all that apply)	
Estimated # of TAs	<input type="text"/>	<input style="width: 100%; height: 50px;" type="text"/>	
Can the department provide a laptop?	<input type="radio"/> Yes <input type="radio"/> No		
<p>TATP staff will be able to deliver 1 hour of in-depth training on 1 category of tutorial for First-Contract TAs. If you require tutorial training, please select the primary activity in which your TA's will be engaged. Please note that TATP tutorial training will include information on how to work with larger groups of students. For descriptions of each of the 4 categories, please see the TATP Tutorial Training Information page.</p>			
Tutorial Training Category	<input type="text"/>		

Returning TA Training			
Requested Date (Option #1)	<input type="text"/>	Start Time	<input type="text"/>
		Room	<input type="text"/>
Requested Date (Option #2)	<input type="text"/>	Start Time	<input type="text"/>
		Room	<input type="text"/>
(Please note, it is the department's responsibility to book a room)			
Length of Training Session	<input type="text"/>	Available A/V in the room (select all that apply)	
Estimated # of TAs	<input type="text"/>	<input style="width: 100%; height: 50px;" type="text"/>	
Can the department provide a laptop?	<input type="radio"/> Yes <input type="radio"/> No		
<p>TATP staff will be able to deliver up to 2 hours of in-depth training on a maximum of 2 categories of tutorials for Returning TAs. Please select the 1 or 2 primary activities in which your TA's will be engaged. Please note that TATP tutorial training will include information on how to work with larger groups of students. For descriptions of each of the 4 categories, please see the TATP Tutorial Training Information page.</p>			
Tutorial Training Category:	<input type="checkbox"/> Discussion-based Teaching <input type="checkbox"/> Laboratory/Practicals <input type="checkbox"/> Review and Q & A	<input type="checkbox"/> Skill Development: Critical Reading & Reflection <input type="checkbox"/> Skill Development: Critical Thinking <input type="checkbox"/> Skill Development: Problem Sets	<input type="checkbox"/> Skill Development: Supporting Student Writing
(please select 1 or 2 only)			