

Fall 2024 TA Job Posting for MGMT 171 (Please fill in your course number)

Please give a brief description of the course content or a link to the course outline:

The course focuses on budgeting, saving and investment decisions of individuals and small businesses. It describes the fundamental financial tools, major players, and types of financial instruments in financial markets, and it offers the general framework for personal financial planning. The goal is to develop a basic understanding of personal financial planning and investment strategies. The course will focus on practical questions like these: Can I budget my money better? How do student loans work? Should I buy or rent a house? Should I buy or lease a car? What is the difference between investing in mutual funds vs. individual stocks and bonds? How do I secure a safe retirement? How do I insure my assets, income, health? Students will learn how to properly compare financial costs and benefits for the future and how to use simple money management tools to make better financial decisions in the Canadian context.

[Course Outline - Fundamentals of Personal and Business Finance \(uwaterloo.ca\)](https://uwaterloo.ca/course-outline-fundamentals-of-personal-and-business-finance)

Any necessary knowledge or skills needed:

- Undergraduate mathematics for economics and statistics (second year)
- Ability to give and receive constructive feedback in a motivating manner

Please fill out this chart as closely as you can for the TA duties and hours you predict the course will be using for the entire Fall 2024 term. This will be used as an estimation only. Graduate TAs are not permitted to work more than 140 hours for the term or more than 10 hours in any given week (70 hours or 5 hours a week for a ½ TA). When thinking of the duties you might have for your TA, we ask that you be mindful of this constraint and try not to come up against it. TAs own coursework comes first. Negotiations for a reasonable amount of time for returning marked assignments, etc. will occur as needed.

Duty	Estimated Hours for the Term or N/A	Brief description of unusual or especially time-consuming features of the duty, if any
Meetings with Course Instructor	2	We will meet for about 20 minutes at the beginning of the course and for about 20 minutes for each of the four assignments and for the midterm to go over the answer keys.
Class preparation	N/A	
Attending lectures	N/A	
Student consultation; office hours	35	Answering student emails after midterms may be especially time-consuming. I encourage the TAs to coordinate the most mutually agreeable method for consultations with students.
Lecturing	N/A	
Conducting tutorials	N/A	
Grading	100	Grading is time-consuming. There will be one midterm and four assignments that the TAs grade based on my answer key.
Proctoring exams	3	There will be two midterms of 1.5 hours.

Other duties (describe/explain)	N/A	
Totals	140	