

Description of Teaching Assistant Roles in the Biology Program

Courses offered through the Botany Department

BIOL 111 Introduction to Modern Biology [3 credits]

TAs are required to attend 3 one hour lectures per week and hold 3 office hours in the Biology Learning Centre (Wesb 200). Other duties include: Marking midterm exams, final exams and possibly assignments; assisting the instructor during class as needed; monitoring and responding to students' posts on the electronic bulletin board; responding to student emails; preparing classroom and learning centre activities, reviewing exam questions; facilitating review sessions before midterms and finals; and possibly delivering a guest lecture (if mutually agreed upon by TA and instructor). Other activities are possible and subject to discussion between the TA and course instructor.

BIOL 121 Genetics, Evolution and Ecology [3 credits]

TAs are required to attend 3 one hour lectures per week and hold 3 office hours in the Biology Learning Centre (Wesb 200). Other duties include: Marking midterm exams, final exams and possibly assignments; assisting the instructor during class as needed; monitoring and responding to students' posts on the electronic bulletin board; responding to student emails; preparing classroom and learning centre activities, reviewing exam questions; facilitating review sessions before midterms and finals; and possibly delivering a guest lecture (if mutually agreed upon by TA and instructor). Other activities are possible and subject to discussion between the TA and course instructor.

BIOL 140 Laboratory Investigations in Life Science [2 credits]

TAs are required to teach two 3-hour lab sessions each week plus attend a 3- hour prep session Friday afternoons from 1:00 to 4:00 pm. During each lab session the TA will be required to set out materials, give instructions, monitor student activities, facilitate discussions with students, keep track of student progress and clean up. The TA will be responsible for marking student work (assignments, written work, exams) and keep accurate records of student attendance, participation and marks. The TA will be supported by Lab Faculty as needed during lab sessions.

BIOL 201

TAs are required to hold 3 or 4 tutorials per week plus a 1 to 2 hour meeting with the Instructor every Friday morning. The TAs are expected to prepare in advance for the tutorials by working through the weekly problem sets which will be reviewed during the Friday morning meetings. TAs are also required to invigilate the evening (7 to 9 pm) midterm exam (typically the week before Reading Week Break) and be prepared to mark approximately 100 exams (during the

break). Conferences or other conflicts with TA hours needs to be brought up to the Instructors notice as early as possible.to facilitate arrangements with other TAs.

BIOL 209 Non-Vascular Plants [3 credits]

TAs are required to teach two 3-hour lab sessions each week plus attend a 2- hour prep session Wednesday mornings from 9:00 to 11:00. They are also required to attend all lectures and supervise open lab times (for student projects). During each lab session the TA will be required to provide an overview of activities, monitor student progress, and facilitate discussions with students. Some TAs assist with making sure the student benches are tidy and the supply trays are complete. The rest of the TAs are responsible for end of week clean up. The allocation of these duties depends on scheduling. The TA will be responsible for marking student work (assignments, lab and lecture exams). The TA will be supported by Lab Faculty during lab sessions.

BIOL 210 Vascular Plants [3 credits]

TAs are required to teach two 3-hour lab sessions each week plus attend a 2- hour prep session Wednesday mornings from 9:00 to 11:00. They are also required to attend all lectures. During each lab session the TA will be required to provide an overview of activities, monitor student progress, and facilitate discussions with students. Some TAs assist with making sure the student benches are tidy and the supply trays are complete. The rest of the TAs are responsible for end of week clean up. The allocation of these duties depends on scheduling. The TA will be responsible for marking student work (assignments, lab and lecture exams). The TA will be supported by Lab Faculty during lab sessions.

BIOL 321 Structure and the Evolution of the Bryophyta [3 credits]

TAs are required to teach two 2-hour lab sessions each week plus attend a 3- hour prep session Monday morning from 9:00 to 12:00 noon. The two lab sessions cover different material. During each lab session the TA is required to present an overview of the lab, give instructions, monitor student activities, facilitate discussions with students, keep track of student progress and clean up. TAs attend some of the fieldtrip (scheduled during lab times) and provide assistance where required. The TA is responsible for marking student work (assignments, lab and lecture exams) and invigilating exams. The TA is supported by Lab Faculty during lab sessions. TAs are required to assist in some of the material acquisition. TA may be asked to deliver a lecture based on expertise and area of research. Lecture attendance is required for first-time TAs who will then have reduced time demands in other areas.

BIOL 324 Introduction to Seed Plant Taxonomy [3 credits]

TAs are required to teach two 3-hour lab sessions each week plus attend a 3- hour prep session Tuesday mornings from 9:00 to 1:00 pm. During each lab session the TA is required to

present an overview of the lab, give instructions, monitor student activities, facilitate discussion, and clean up. The TA is responsible for marking student work (quizzes, projects, and lecture exams) and invigilating exams. TAs are required to assist in some of the material collection and quiz organization. The TA is supported by Lab Faculty during lab sessions. TA may be asked to deliver a lecture based on expertise and area of research. Lecture attendance is required for first-time TAs who will then have reduced time demands in other areas.

BIOL 337 Introductory Genetics Lab [3 credits]

TAs are required to teach, together with the lab instructor, two 3-hour lab sessions each week. During each lab session the TA will begin the class by giving the students a short quiz that they will mark and return to students during the next class. Together with the instructor they will explain various procedures or concepts that the students are working on in lab or in assignments. Most time will be spent assisting students with their experiments either using dissecting microscopes or molecular biology techniques. TAs are required to grade student lab reports and bioinformatics assignments and keep accurate records of student grades. There are no formal prep sessions but TAs are expected to be familiar with basic Mendelian genetics, molecular biology procedures and experimental design. If needed, TAs will receive instruction on how to work with *Caenorhabditis elegans* and *Arabidopsis thaliana*.

BIOL 343 Plants and People [3 credits] – Summer session

TAs are required to teach eight 3-hour lab session each week plus attend a 3- hour prep session mornings that labs are being held. During each lab session the TA is required to present an overview of the lab, give instructions, monitor student activities, facilitate discussion, clean up, and assist with set-up for next lab. The TA is responsible for marking student work (quizzes, projects, and lab exams) and invigilating exams. TAs are required to assist in some of the material collection, quiz organization, demonstrations, and fieldtrips. The TA is supported by Lab Faculty during lab sessions. Lecture attendance is required for first-time TAs who will then have reduced time demands in other areas.

Courses offered through the Zoology Department

Biology 204- Vertebrate Structure and Function (4 credits)

TA's are required to teach two 3-hour lab sessions each week and attend a 2-hour prep session on Monday morning (10-12). During each lab session the TA will be required to give an introduction, monitor the student's activities, answer questions and clean up afterwards. TA's will view the student's completion of weekly quiz questions and stamp completed books to be tallied in the last lab. Answers are posted the following week. TA's are expected to be available outside their teaching times, up to 1/2 hour per week to answer questions (usually by e-mail). TA's are expected to attend the lectures the first time they teach and in subsequent years refresh themselves on any difficult areas before they teach. The TA is responsible for setting up, taking down, and marking 2/5 of the lab exam for the labs they teach. In addition the TA's each mark a portion of the lecture mid-term and final exam. The TA is supported by Lab Faculty during the lab sessions and assisted in setting up and marking the lab exams. They will assist in a half-day clean up session at the end of the term.

Biology 205- Comparative Invertebrate Zoology (4 credits)

TA's are required to teach two 3-hour lab sessions each week and attend a 2-hour prep session on Monday morning (10-12). During each lab session the TA will be required to give an introduction, monitor the student's activities, answer questions and clean up afterwards. TA's will view the student's completion of weekly quiz questions and stamp completed books to be tallied in the last lab. Answers are posted the following week. TA's are expected to be available outside their teaching times, up to 1/2 hour per week to answer questions (usually by e-mail). TA's are expected to attend the lectures the first time they teach and in subsequent years refresh themselves on any difficult areas before they teach. The TA is responsible for setting up, taking down, and marking 2/5 of the lab exam for the labs they teach. In addition the TA's each mark a portion of the lecture mid-term and final exam. The TA is supported by Lab Faculty during the lab sessions and assisted in setting up and marking the lab exams. They will assist in a half-day clean up session at the end of the term.