

Biology Teaching Assistant Job Description for 2023S

Please consult the course schedule for lecture and tutorial/lab times:

<https://courses.students.ubc.ca/cs/courseschedule?pname=subjarea&tname=subj-department&dept=BIOL>

The job descriptions serve as a rough guide of TA duties over the summer term, and may be subject to changes depending on the instructor.

BIOL 111 – Introduction to Modern Biology

General description of job duties:

TAs are required to attend 3 one-hour lectures per week and hold 3 office hours in the Biology Learning Centre. Other duties include: Marking midterm exams, final exams and possibly assignments; assisting the instructor during class as needed; monitoring and responding to student's 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.

TA responsible for: lecture attendance and office hours with students in Learning Centre

Prep meeting: Yes, time and day of week TBD

Lecture attendance: Yes

BIOL 112 – Biology of the Cell

General description of job duties:

- attend lectures and help with in-class activities -teach 3 sections of 50 min tutorials (4-5 per term – structure and content with materials provided)
- teach 3 short course modules (content, materials provided) during scheduled lectures
- schedule office hours (in person and/or via zoom) based on TAs' schedule
- Exams
 - invigilate mark short answer questions (2 exams per term)
- monitor and address questions on piazza

TA responsible for:

- Tutorial/Mastery Learning modules- yes - we provide lectures slides, practice questions, quizzes
- Exam invigilation -2 per term for approx. 2 hrs each
- Exam marking - 2 per term for up to 12 hrs each (avg 8 hrs)

Time/day of week for TA prep meeting:

- Lectures - Tues/Thurs 9 am - 12 pm
- Tutorials - scheduled Tues/Thurs at 12 pm, 1 pm

- Mastery learning modules taught during lectures 11 am - 12 pm prep meeting -weekly- to be scheduled based on availability

Lecture attendance: Yes

Number of lab/tutorial sections required to teach:

- 3 tutorials sections per week
- teach 1 mastery learning module week -occurs 3X in the term

Background knowledge: Cell biology, plant cell biology, microbiology

Other useful information: This is a first-year course with students who mostly have completed first-year at UBC. However, empathy and compassion for the first-year transition is preferred. Skill level and pace of learning may vary among students so experience with 1st/2nd year students an asset. Patience with struggling students.

Approximate # of hours for midterm(s) and final exam invigilation and marking:

- 2 exams for 8-12 hours per exam.
- marking short answer questions and/or worksheet type answers

BIOL121 – Genetics, Evolution and Ecology

TA responsible for:

TAs are responsible to hold weekly office hours (2 hrs/week), and help with exam invigilation and marking. TAs are also responsible to marking on-line worksheets, and may be responsible for marking group projects if they are assigned.

Prep meeting: None

Lecture attendance: Required, unless other arrangements have been made

Number of lab/tutorial sections required to teach: None

Background knowledge: Strong preference for those with background in genetics, evolution, and ecology

BIOL 200 – Fundamentals of Cell Biology

General description of job duties:

TAs are required to support their instructor in lectures as well as teaching two 1-hour tutorial sessions weekly. TA may be required to hold one office hour per week. In preparing for their teaching, TAs must attend a 1.5-2 h weekly prep meeting with either Course Coordinator/ Course instructor/ Tutorial Coordinator. TAs will be responsible for marking all tutorial al material, (such as worksheets, summary papers, and assignments). Additionally, TAs will be responsible for the marking of midterm AND final exams. TAs must be available to invigilate the midterm and final exams. Conferences or other conflicts with TA duties must be brought to the Instructor and Course Coordinator’s attention as early as possible to maximize the chance of being able to make alternative arrangements.

TA responsible for: Tutorial, exam invigilation, and marking

Time/day of week for TA prep meeting: Instructor preference to meet via Zoom on Fridays, but subject to change

Lecture attendance: Not required

Number of lab/tutorial sections required to teach: 2 per TA

Background knowledge: Strong preference for those with background in cell biology

Approximate # of hours for midterm(s) and final exam invigilation and marking: 20hrs for midterm/final marking

BIOL 204 – Vertebrate Structure and Function

General description of job duties:

TAs are required to teach two 3-hr lab sessions each week, and attend 3-hr prep sessions before each new lab topic. During each lab session, TAs introduce the topic, facilitate activities, and provide demonstrations, monitor student lab work, answer questions, and help with clean-up. TAs facilitate an interactive check-out discussion with small groups of students at the end of each lab to provide formative feedback. TAs who are new to the course are encouraged to attend lectures as part of their preparation for teaching. TAs invigilate and mark both lecture and lab exams, and will help to set up the lab final exam. TAs are supported by lab faculty during the lab sessions.

TAs are responsible for: Dry labs and Wet labs (dissections of preserved vertebrates); Lecture Exam invigilation and marking, Lab Exam set-up, invigilation and marking

Time/day of week for TA prep meeting: 1-2 three-hr lab prep meetings per week (in summer term: 6 long meetings, 3 short meetings)

Lecture attendance: Not required, unless this is the first time, they are teaching 204 and they require more background preparation

Number of lab/tutorial sections required to teach: one section with two 3-hr labs each week

Background knowledge: Strong preference for those with background in organismal zoology and practical experience with dissections

Approximate # of hours for midterm(s) and final exam invigilation and marking: Lecture midterm and final: 12 hrs invigilation and marking; Lab final: 7 hrs for set-up, invigilation and marking

BIOL 230 – Fundamentals of Ecology

TA is responsible for: Invigilation and marking, field labs, online discussions. May be asked to assist with tutorial-type activities (e.g., review sessions).

Time/day of week for TA prep meeting: Scheduled as needed depending on TA availability.

Lecture attendance: Variable depending on instructor needs

Number of lab/tutorial sections required to teach: 2

Approximate # of hours for midterm(s) and final exam invigilation and marking: Variable, but typically no more than 12hrs/exam

BIOL 234 – Fundamentals of Genetics

General description of job duties:

For Biol 234 in the summer term the TAs are required to attend lectures (3 per week) and one weekly prep session. TAs also lead one 2-hour tutorial session 3 days per week. Tutorials will cover assigned problem sets where the TA will help facilitate student understanding of concepts and develop problem-solving skills. TAs are also required to invigilate and mark exams (one or two midterms and one final exam).

TA is responsible for: tutorial

Time/day of week for TA prep meeting: TBA (1 per week)

Is lecture attendance required: Yes (3 per week)

BIOL 260 – Fundamentals of Physiology

General description of job duties:

The TA will be required to attend all lectures, and to facilitate active learning exercises by asking students questions that will help them to think through problems. The TA will be responsible for monitoring and responding to students' posts on the course discussion board (Piazza), and will share responsibility with the instructors to grade group homework assignments, the midterm exam, and the final exam. The TA will also have the option to deliver a mini-lecture

TA is responsible for: lecture attendance and facilitation

Time/day of week for TA prep meeting: TBA

Lecture attendance: Required, twice per week

BIOL 300 – Fundamentals of Biostatistics

General description of job duties:

TAs are required to lead 2 tutorials per week (each 2 hours long), during which they assist students with self-guided, established labs in R that teach basics of data science and statistics. TAs are responsible for grading weekly assignments and labs, with the help of Canvas auto-grader. TAs are also responsible for invigilating and grading one midterm exam, one lab exam (during tutorial), and one final exam. TAs are required to learn all course material, through lecture attendance, watching lecture recordings, and/or reading the textbook. TAs are expected to hold one office hour per week, attend 30-minute weekly course planning meetings, and respond to student inquiries via e-mail and on Piazza.

TAs are responsible for: tutorial

Time/day of week for TA prep meeting: TBA

Lecture attendance: Encouraged

Number of tutorials required to teach: 2

Background knowledge: Basic stats knowledge required

Approximate # of hours for midterm(s) and final exam invigilation and marking: variable

BIOL 336 – Fundamentals of Evolutionary Biology

General description of job duties:

TAs are required to attend a weekly prep session and prepare assignments for their tutorials. TAs will lead three 1-hour back-to-back tutorials one day a week. Tutorials consist of activities, case studies, paper discussions, quizzes, and problem sets, all usually in small group or problem-based learning settings. Each week TAs will be required to create or modify a writing assignment or quiz (or assign an already created problem set) to assign pre-tutorials and to mark them afterwards. In addition, there may be a short (2-3 page) paper for the TAs to mark for their own sections. TAs are also required to invigilate during midterm exams, and mark midterm and final exams. Final exam invigilation assignments will be done by each Department.

TAs are responsible for: tutorials, exam invigilation, marking

Time/day of week for TA prep meeting: TBD

Lecture attendance: possibly required, depending on subject matter knowledge

Number of lab/tutorial sections required to teach: 3

Any other useful information: TAs provide feedback on written assignments

BIOL 371 – Principles of Neurobiology I

General description of TA duties:

TAs are required to attend 3 two-hour lectures per week and hold 1-2 office hours/per week in person or via zoom. Other duties include invigilating midterm and final exams, marking midterm exams, final exams, and weekly assignments. Assist the instructor during class by monitoring and answering questions on slido and live; help the instructor monitor and respond to students' posts on Piazza; Respond to student emails. Other activities are possible and subject to discussion between the TA and course instructor. TAs responsible for: Lecture question moderation, marking and exam invigilation

Time/day of week for TA prep meeting: TBD but no more than 30min meeting per week to review upcoming course content/assignments.

Is lecture attendance required: Yes

Number of lab/tutorial sections required to teach: None

Background knowledge: A definite preference for those with background in cellular and systems neuroscience – membrane potential, action potential, and synaptic signalling are covered in depth and using primary literature
