**COURSE: BIOL-334\* Comparative Biochemistry**

**TERM: 2161 (Fall 2016)**

**Coordinator: Wm. Plaxton**

SUMMARY:

The BIOL 334 online ‘test of background knowledge’ quiz, in-class midterm exam, and online November quiz consist entirely of multiple choice questions. About 20% of the final exam is in multiple choice question format, with the remaining 80% allocated to short answer questions.

DUTIES:

The BIOL 334 TAs are responsible for grading the mid-term exam and final exams, adding up & checking grades on the exams, maintaining an accurate spreadsheet of class enrolments & quiz/exam grades, & calculating final grades in the course. In addition the TAs are expected to: proctor the 50 min. mid-term exam, as well as occasionally meet with students who need help to understand material and concepts presented in class, or that need to review their mid-term or final exam.

**EVALUATION**:

TAs will automatically receive a written evaluation of their performance at the end of term. This evaluation will be provided by the Course Coordinator, or Instructor, as appropriate.

TAs are encouraged to conduct their own informal evaluations of their performance with their tutorial groups, independent of the USAT evaluation process.

**PROFESSIONAL CONDUCT**

All Biology TAs are required to adhere to the University's Code of Conduct, as described in Section 12 of the Queen's Graduate Calendar, and Section 4 of the Guide to Graduate Studies in Biology. As teachers of undergraduates, TAs are expected to recognize the seriousness of all forms of Academic Dishonesty, Harassment and Discrimination and to understand the rules governing such cases at Queen's.

**PROCEDURES FOR RESOLVING PROBLEMS BETWEEN TAs and INSTRUCTORS**

Please refer to the Collective Agreement at the following link:

[http://www.queensu.ca/provost/faculty/facultyrelations/psac/collectiveagreement.html](https://qwa.queensu.ca/owa/redir.aspx?C=cD5DttUetkeB40EsWec0eXzARhhybdEIEbZDRTX3udUFdf35H7JreAx4wQH7-szWWmvj8_xx528.&URL=http%3a%2f%2fwww.queensu.ca%2fprovost%2ffaculty%2ffacultyrelations%2fpsac%2fcollectiveagreement.html)