**COURSE: BIOL-333\* Applied Biology**

**TERM: 2199 (Fall 2019)**

**INSTRUCTOR: D. Lefebvre**

**SUMMARY**:

Biol-333 is an intensive lecture/tutorial/demonstration lab course with approximately 60 students this year

**DUTIES**:

The TAs are responsible for helping with tutorial sections (one every second week), work group sessions (one every three weeks), and the occasional lecture for about 20 hours per TA per term.  The remainder of the time is prioritized as marking project papers, examination questions, and responding to student questions by email etc., remaining time.

**EVALUATION**:

TAs will automatically receive a written evaluation of their performance at the end of term. This evaluation will be provided by the Course Co-ordinator, 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>