**COURSE: BIOL102: Fundamentals of Biology: Molecular and Cell Biology**

# TERM: Fall 2024

**COORDINATOR: G. diCenzo**

**LECTURERS: S. Regan & G. diCenzo**

**LAB INSTRUCTOR: B. Vanderbeld**

**SUMMARY**:

BIOL102 is an introductory course with a focus on cell physiology, genetics and biotechnology. Labs also emphasize elements of the scientific method. Most of the labs are in a blended format: one week of independent online activities followed by one or two weeks of in-person group activities. We will be introducing a new “wet lab” component this year that is linked to some of the research being conducted in the diCenzo lab (the “BENEFIT” project).

Please email Barb (vanderb@queensu.ca) if you have any questions about TA duties or requirements or if you would like any additional information about this position.

**TA DUTIES:**

* Facilitate the labs as instructed, maintain accurate attendance records, and assist students as required. Consult the lab instructor immediately if problems or concerns arise during the labs and provide feedback.
* Carefully and efficiently mark all lab assignments following the provided answer keys by the stated deadlines. Participate in group marking exercises aimed at ensuring consistent grading. Some TAs may also be required to mark lecture-based assessments.
* Attend weekly TA meetings. The lab instructor will go over the material during these meetings, but it will be each TA’s responsibility to also review the material independently and consult other resources, if required, to understand the concepts well enough to confidently facilitate their sessions and be able to respond to student questions.
* TAs may be asked to assist with other duties, such as contribute to answer keys, provide information for or test-run upcoming student activities or assignments, run student help sessions, monitor/respond to online chats/forums.
* One or two TAs will be required to assist with pre-lab preparation and post-lab clean-up. Ideally these TAs will be members of, or have access to, the diCenzo lab, as this is where most of the prep work will likely be done.

**TA REQUIREMENTS:**

* TAs must be available to facilitate all their assigned labs. If scheduling conflicts arise, it is the responsibility of the TA to arrange for another qualified TA in the course to cover for them. If you know you will not be available for a period of time during the fall term - meaning you will not be able to facilitate your assigned labs, attend meetings or perform other required duties - please do not apply to this position.
* TAs will be assigned to multiple lab sections (see the schedule, below). Please respond promptly to emails received at, or before, the beginning of the term requesting your input about any scheduling preferences or conflicts.
* TAs must be available to attend all TA meetings (see the schedule, below).
* Although time for lab-specific instruction and some content review will be provided, TAs are expected to already have a solid foundation and good working knowledge of the material taught in BIOL102. Any additional time required to learn or review the material will need to be done on the TA’s own time.
* TAs are expected to be able to complete assigned duties (e.g. marking) within a pre-determined amount of time. If a TA has exceptional circumstances that may prevent them from being able to do so (e.g. QSAS documentation, language barriers), they must consult with the lab instructor before the beginning of term to discuss options/ alternate arrangements.
* TAs will be required to have completed Queen’s Health & Safety and Queen’s Biosafety Level 1 training prior to the first in person lab.

**LAB and MEETING SCHEDULE – FALL 2024**

* Lab sessions run Mon-Thu:
	+ - 8:30 – 10:00am
		- 10:00 – 11:30am
		- 2:30 – 4:00pm
		- 4:00 – 5:30pm
* In-person labs will *likely* run the following weeks:
	+ Week 3: Sep 16-19
	+ Week 4: Sep 23-26
	+ Week 6: Oct 7-10
	+ Week 7: Oct 21-24
	+ Week 9: Nov 4-7
	+ Week 11: Nov 18-21
	+ Week 12: Nov 25-28
* TA meetings will be held most Fridays at 9:30am, from the first week of Sep until late Nov
	+ we may adjust this time to slightly earlier or later on Friday mornings if needed to avoid overlapping with a graduate course

**EVALUATIONS:**

TAs will receive written evaluations of their performance, conducted by their students.

**PROFESSIONAL CONDUCT:**

All Biology TAs are required to adhere to the University's Code of Conduct (see <https://biology.queensu.ca/academics/graduate/guide-to-grad-studies/>). 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.