**COURSES: BIOL102 and BIOL103: Fundamentals of Biology**

# TERM: Fall 2024 and Winter 2025

**COORDINATORS: G. diCenzo (102), A. Chippindale (103)**

**LECTURERS: S. Regan & G. diCenzo (102); A. Chippindale & F. Bonier (103)**

**LAB INSTRUCTORS: B. Vanderbeld (102) & B. Choudhury (103)**

**SUMMARY**:

BIOL102 (fall term) and BIOL103 (winter term) are our introductory Biology courses.

**“TWO-TERM” TAs:**

These TAships are for 130h each and span both the fall and winter terms. The distribution of hours may be uneven across terms. Please only apply to this position if you can commit to being available from the beginning of September to the end of April (excluding the Christmas holiday shutdown).

**TA DUTIES:**

* Manage and respond to student inquiries promptly and professionally, Monday-Friday, during both the Fall and Winter academic terms (excluding the Christmas holiday shutdown). Time commitment will vary from just a few minutes to an hour or more per day.
* Manage academic accommodations and considerations: record student documents/ requests, determine course of action, document and implement course procedures.
* Collaborate with course instructors to manage student matters.
* Duties can be completed remotely and at any time during the day that suits the TA’s schedule.

**TA REQUIREMENTS**

* Able to work well independently.
* Effective organizational and time management skills.
* Clear and professional written communication skills.
* Good judgement and decision-making skills.
* A good understanding of the need to respect student privacy.
* Able to comfortably perform basic operations in Excel.
* Prior experience with onQ, Ventus and Teams is not necessary but would be considered an asset. Training will be provided.

For more information, please email Barb (vanderb@queensu.ca)

**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.