**COURSE: BIOL-103: Fundamentals of Biology: Organisms to Ecosystems**

**TERM: Winter 2025**

**COORDINATOR: A. Chippindale**

**LECTURERS: A. Chippindale & F. Bonier**

**LAB INSTRUCTOR: Baharul Choudhury**

**SUMMARY**:

Biol-103 is an introductory course that covers the basic themes and concepts of modern biology spanning organizational levels from organisms to ecosystems in an evolutionary context. The main focus of the lab is for students to develop research and communication skills, and therefore TA’s MUST have strong oral and written communication skills. Activities in ‘dry labs’ include but not limited to design experiment, analyze data, summarize/interpret results and draw scientific conclusions.

If you have any questions about labs in advance, please contact the lab instructor at baharul.choudhury@queensu.ca

**NOTES:**

One TA-ship is based on 65 hours of work over 12 weeks per term. TAs with a single or double TA-ship may be asked to “double up” for half the term (i.e. run 4 lab sessions/week for half the term instead of 2 sessions/week for the full term).

**TA DUTIES:**

1. Facilitate labs following instructions and support students to fulfil the lab learning objectives. Most of the TA time will be devoted to preparing for and facilitating lab sessions (1.5 hours each, for ~25 students). Labs run from Monday-Thursday, 8.30am to 5.30pm.
2. Mark lab assignments following provided marking guidelines and answer keys by the set deadlines within the pre-determined amount of time as set by instructor.
3. Take student attendance accurately and update online attendance sheet precisely.
4. Participate fully in one general meeting at the beginning of the session and subsequent lab specific meetings (1 hr duration). Discussion topics would be on the general approaches, content, rubrics and grading schemes.
5. Participate in pre-marking exercises aimed at ensuring consistent grading.
6. Support activities associated with lecture-based activities such as running and marking quizzes, mid-term exam and monitor questions forums.
7. Adhere to course policies strictly and make sure the lab rooms are in the same condition at the end of the session as at the beginning.

**TA REQUIREMENTS:**

1. Must be available to facilitate all their assigned labs and grading activities during the term. If scheduling conflicts arise, it is the responsibility of the TA to arrange for another qualified TA in the course to cover for them.
2. Although time will be allocated to review the content, TAs are expected to prepare thoroughly and have a good working knowledge of BIOL103 content before attending the labs. TAs should be available to spend additional time if required to familiarize or review the content.
3. 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.

**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, as described in Section 4 of the Guide to Graduate Studies in Biology. (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.

**Collective Agreements that include procedures for resolving issues between TAs and instructors:** please refer to the Collective Agreement at the following link:

<https://www.queensu.ca/facultyrelations/psac%20901-1/collective-agreements/MoAs/LoUs>