**COURSE: BIOL103 Fundamentals of Biology: Organisms to Ecosystems**

**TERM: Fall 2025**

**Coordinator: S. Yates**

**SUMMARY**:

BIOL 103 consists of testing (quizzes and cumulative final exam) that includes questions of the following types: multiple choice and short answer. The course also includes virtual labs, study sessions, and MasteringBiology assessments.

**DUTIES**:

The BIOL 103 TA(s) are responsible for grading the virtual labs, study sessions and final exam, which includes adding up and checking grades on these assessments. In addition, the TAs are expected to assist students with the virtual labs through a dedicated Discussion forum. Following the release of grades for the virtual labs, TAs are required to assist with grade/feedback clarification and the regrade process.

**EVALUATION**:

TAs will automatically receive an 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 QSSET 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://queensu.ca/facultyrelations/teaching-assistants-and-fellows/collective-agreement>