**COURSE: BIOL-212 Scientific Methods in Biology**

**TERMS: Fall 2024 AND Winter 2025**

**POSITION: Admin TA** *(two-term single TAship; 65 hours total)*

“TWO-TERM” TAs:

This TAship spans 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).

COURSE SUMMARY:

BIOL212 is a lab course supported by a blended/lecture component. Students will learn standard lab and field skills and gain experience working through the scientific method.

DUTIES of the Admin TA

* managing and responding 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
* managing academic accommodations and considerations: recording student documents/ requests, determining course of action, documenting and implementing course procedures; this will require the TA to become proficient in areas of onQ (e.g. Gradebook) and Ventus
* 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
* for more information, please email Barb ([vanderb@queensu.ca](mailto:vanderb@queensu.ca))

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.