



LFS TA On-Line Application Instructions for Instructors

LFS TA Application Website: <https://ubclfs-gradapp.landfood.ubc.ca/>
TA Portal Website: <https://blogs.ubc.ca/lfsta/>
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Revised **May 2018** *sms*

This page and the next show the applicant's (student) view of the application.

Faculty of Land and Food Systems
LFS - TA Application System

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About

- It is necessary to complete all sections of the application form.
- You are limited to 5 course selections per term for Winter Session courses.
- Only students offered positions will be notified about their appointments.
- Students will be notified of their offer via the email address they provided in their application and will be required to accept the offer via a link provided in the email.

Please refer to the TA Portal (blogs.ubc.ca/lfsa) for additional information.

2015 Winter Session Term 2 Application

Name *

Given Family

Email *

Student number *

Yes My supervisor has approved for me to TA up to a maximum of 12 hours/week.

Course preferences

To place you as a TA, we need information about your qualifications and your preferences. We will also independently assess your qualifications, but your perspective is critical! For qualifications, treat the scale as follows:

- 1: Not at all
- 2: Marginally (can learn with much effort)
- 3: Somewhat (can learn with some effort)
- 4: Very (just need brushing-up)
- 5: Most (expert with course material)

Hover over a particular course name to see TA qualifications, and a course description (they will appear on the right side of the page.)

Course	How qualified are you?	How interested are you?
APBI 200 001 - Introduction to Soil Science	<input type="radio"/>	<input type="radio"/>
APBI 312 001 - Animal Physiology II	<input type="radio"/>	<input type="radio"/>
APBI 315 001 - Animal Welfare and the Ethics of Animal Use	<input type="radio"/>	<input type="radio"/>
APBI 316 001 - Equine Biology, Health and Nutrition	<input type="radio"/>	<input type="radio"/>

Students can select up to 10 courses per Winter Session term (unlimited in Summer Session as there are far fewer courses). In addition to indicating how interested they are in a course (from 1 to 5), they can also indicate how qualified they feel they are for the position.

Job descriptions appear in pop-up boxes when applicants scroll over the listed courses.

Course	How qualified are you?	How interested are you?
APBI 316 001 - Equine Biology, Health and Nutrition	<input type="radio"/>	<input type="radio"/>
APBI 322 001 - Horticultural Techniques	<input type="radio"/>	<input type="radio"/>
APBI 361 199 - Key Indicators of Agroecosystem Sustainability	<input type="radio"/>	<input type="radio"/>
APBI 410 002 - Applied Animal Health and Physiology	<input type="radio"/>	<input type="radio"/>
APBI 415 001 - Applied Animal Behaviour	<input type="radio"/>	<input type="radio"/>
APBI 428 99C - Integrated Pest Management	<input type="radio"/>	<input type="radio"/>
APBI 444 001 - Agroforestry	<input type="radio"/>	<input type="radio"/>
APBI 495 001 - Principles of Wildlife Management in Food Systems	<input type="radio"/>	<input type="radio"/>
FNH 200 102 - Exploring Our Food	<input type="radio"/>	<input type="radio"/>
FNH 200 103 - Exploring Our Food	<input type="radio"/>	<input type="radio"/>
FNH 200 99E - Exploring Our Food	<input type="radio"/>	<input type="radio"/>
FNH 250 002 - Nutrition Concepts and Controversies	<input type="radio"/>	<input type="radio"/>
FNH 250 003 - Nutrition Concepts and Controversies	<input type="radio"/>	<input type="radio"/>
FNH 250 99C - Nutrition Concepts and Controversies	<input type="radio"/>	<input type="radio"/>
FNH 303 001 - Food Product Development	<input type="radio"/>	<input type="radio"/>
FNH 309 001 - Food Process Science	<input type="radio"/>	<input type="radio"/>
FNH 313 001 - Microorganisms in Food Systems	<input type="radio"/>	<input type="radio"/>
FNH 326 001 - Food Science Laboratory II	<input type="radio"/>	<input type="radio"/>
FNH 330 002 - Introduction to Wine Science 1	<input type="radio"/>	<input type="radio"/>
FNH 340 001 - Food Theory	<input type="radio"/>	<input type="radio"/>
FNH 351 001 - Vitamins, Minerals, and Health	<input type="radio"/>	<input type="radio"/>
FNH 355 002 - International Nutrition	<input type="radio"/>	<input type="radio"/>
FNH 370 002 - Nutrition Assessment	<input type="radio"/>	<input type="radio"/>
FNH 398 001 - Research Methods in Human Nutrition	<input type="radio"/>	<input type="radio"/>
FNH 402 001 - Functional Foods and Nutraceuticals	<input type="radio"/>	<input type="radio"/>

FNH 250 002
Fundamental concepts and principles of human nutrition applied to current nutrition issues.

Available Hours:
192.00
NB: These hours are approximate and based on the previous year. The course instructor has the right to appoint single or multiple TAs as well as determining the number of contracted hours to assign each TA.

WORK PERFORMED

- TAs will be required to participate in online student group discussions and in-class presentations.
- Invgillate a 1-hour midterm exam and/or a 2-hour final exam. Respond to student questions during exams.
- TAs will use a detailed marking guide to grade either the midterm or final exams or a portion of both exams; submit a breakdown of the verified grades via spreadsheet to the instructor, provide support to students, and respond to student inquiries regarding their grades. The exams require a mix of objective and subjective grading; the course assignments require subjective grading.
- One TA will primarily provide support for the CBEL projects: guiding students through their projects, including on-site visits; attending in-class presentations; and grading the CBEL projects.
- Two TAs will provide primary support for the dietary assessments: attending two training sessions (~4 hours total) to learn how to grade the assignments, and grading the assignments.

MINIMUM QUALIFICATIONS & SKILLS

- Education & knowledge requirements:** Preference will be given to students who have obtained an undergraduate degree in nutrition or dietetics and have a thorough understanding of introductory nutrition; students completing an undergraduate degree in either nutrition or dietetics will also be considered.
- Experience:** Preference will be given to students who have the ability to communicate effectively with the instructor, to ask questions when uncertain about their grading responsibilities, and to reliably check their work for accuracy (grading exams and assignments, entering data into spreadsheet). Previous CBEL experience is an asset.
- Skills:** Preference will be given to students who are comfortable responding to student questions during exams, provide support for students, and student requests for reviews of assignment grading; efficiency working with Excel.

Explanation of qualifications

List and give a 2-3 sentence justification of your qualifications for your **top three** preferred courses. If you list fewer than three, justify all of them. Qualifications might include coursework experience, TA experience, work in the area, contact with the course's instructor, etc. List any special arrangements you have made with regard to TAing here.

Explanation

Information on Prior Employment (if any)

Please list any current or previous employment history you feel is relevant to the position you are applying for as a TA. Include company name, position, length of employment, supervisor's name and contact information (phone or email). Please indicate if you do not wish us to contact any employer for a reference.

Prior employment

Qualifications, Experience, and Special Considerations

List any qualifications, experience, or special considerations which may apply to this application. For example, you might list prior teaching experience, describe any special arrangements or requests for TAing with a particular instructor or for a particular course, or include a text copy of your current resume.

Qualifications, Experience, and Special Considerations

What program will you be registered in during the 2015 Fall Session?

Current Degree Program

- None -

Anticipated graduation

Month Year
May 2015

Most Recent Completed or Conferred Degree

Please indicate your most recent completed or conferred degree (ex: BSc - Biochemistry, U of T, November 24, 2014)

Most Recent Degree

Training

If you answer Yes to having completed TA and/or PBL training, please provide some details (name of workshop, dates of workshop, etc.) in the text box below.

Training

- N/A
 Yes
 No

Training Details

LFS TA Training

Have you completed any LFS TA training sessions?

If yes, please provide details (name of session/workshop, dates, etc.)

LFS TA Training

- N/A
 Yes
 No

LFS TA Training Details

Previous TA Experience

If yes, please list course name & session (example: FNH 350 002, 2010W Term 2)

Previous TA Experience

- N/A
 Yes
 No

Previous TA Experience Details

Availability requirements

By accepting any TA appointment within LFS, you are expected to be available for the duration of the assignment:

Winter Session: Term 1 – September 1 to December 31; Term 2 – January 1 to April 30

Summer Session: Term 1 – May 1 to June 30; Term 2 – July 1 to August 31

Keep in mind that final exams are not controlled by LFS and may be scheduled up to the final day of the exam period and that final exam marking could take place after the end of the examination period. If you need to be absent for any period of time, you are expected to contact the course instructor and arrange for a proper replacement. If you already have plans to be absent at any time during the duration of the assignment, you should describe these plans in the additional comments box below AND inform your course instructor as soon as you are assigned.

I understand

Notes

Save Draft

Submit application

Instructor View

This is the view you will see when you sign in. The list of courses you have been assigned will appear on the right of the screen. At the top, the **applicants** for your course(s) will be listed and at the bottom the TA's **assigned** to your course(s) will be listed.

These instructions will use **FNH 250 003—2018W** as an example.

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Faculty of Land and Food Systems
LFS - TA Application System

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Status message
You are now masquerading as [ghammond](#).

2018 Winter Session TA Application

The deadline to submit an application for 2018 Winter Session has now passed. Please do not submit an application unless you are advised to do so by an instructor or administrator.

- 2018 Winter Session Term 1 TA Application
- 2018 Winter Session Term 2 TA Application

* Please note: Two-term courses, FNH 425 001, GRS 290 001, LFS 250 001 and LFS 496B 003 are listed under 2018 Winter Session Term 1 TA Application.

2018 Summer Session TA Application

The deadline to submit an application for the limited number of TA positions available in 2018 Summer Session has now passed. Please do not submit an application unless you are advised to do so by an instructor or administrator.

- 2018 Summer Session TA Application

TA applicants for my courses

- [Applicants for FNH 250 003 - 2018W](#)
- [Applicants for FNH 473 001 - 2018W](#)
- [Applicants for FNH 250 001 - 2018W](#)
- [Applicants for FNH 370 001 - 2018W](#)

TAs assigned

- [TAs Assigned to FNH 250 003 - 2018W](#)
- [TAs Assigned to FNH 473 001 - 2018W](#)
- [TAs Assigned to FNH 250 001 - 2018W](#)
- [TAs Assigned to FNH 370 001 - 2018W](#)

Grads summary

- [2018W2 list of grad student assignments, for supervisors.](#)
- [2018W1 list of grad student assignments, for supervisors.](#)
- [2018S list of grad student assignments, for supervisors.](#)

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Course application: FNH 250 003 2018W

2018 Winter Session 2 Application
2018 Winter Session 1 Application
2018 Summer Session Application

Course notes:
...

TA Hours Available: 110.00

>= Qualif <= >= Interest <= Assignment Appt Typ Instructor pref

0 100 25 100 - Any - - Any - - Any - Apply

Name	CWL	Grade	Interest	Qualif.	Qualif. (Adj.)	Inst. pref	Assigned	Hours	Classification	Notes
Mehrtash_Morvarid	morymeh		100	100	100	N/A	None	0	N/A	...
Duan_Yuqi	duanyuqi		100	100	100	N/A	None	0	N/A	...

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Course application: FNH 250 003 2018W

2018 Winter Session 2 Application
2018 Winter Session 1 Application
2018 Summer Session Application

Course notes:
...

TA Hours Available: 110.00

>= Qualif <= >= Interest <= Assignment Appt Typ Instructor pref

0 100 25 100 - Any - - Any - - Any - Apply

No applications for this course or criteria.

NOTE: In the wrong applicant pool? Top right-hand corner!

Want to see multiple applicant pools (eg 2015 Winter Session Term 1 Applicants and 2015 Winter Session Term 2 Applicants)? Control-click.

NOTE: When you select a course from the previous page, make sure you choose the **correct term from the drop down box in the top right hand corner**, otherwise you will likely see a **error message** like this.

Applications for FNH 250 003 2018W

Course notes:

TA Hours Available:

110.00

>= Qualif <=

0 100

>= Interest <=

25 100

Assignment

- Any -

Appt Typ

- Any -

Instructor pref

- Any -

Apply

Name	Grade	Student Interest	Qualif. (self-assessed)	Qualif. (per TA Coord)	Instructor pref?	Assigned	Notes
Mehrtash, Morvarid		100	100	100	N/A	None	...
Duan, Yiqi		100	100	100	N/A	None	...
Clark, Emma		75	100	100	N/A	None	...
Tsoupakis, Katie		100	100	100	N/A	None	...
Mujica, Maria Fernanda		100	100	100	N/A	None	...
Cochrane, Kelsev *		100	100	100	N/A	None	...

This page indicates:

. **Number of TA hours** assigned to course

. A **list of students** who indicated an interest in the course and a self-evaluation of their qualifications for the position and a hyperlink to their application (click on any student to see the contents of their application)

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Applications for FNH 250 003 2018W

Course notes:
...

TA Hours Available: 110.00

>= Qualif <= 0 100 >= Interest <= 25 100 Assignment - Any -

Name	Grade	Student Interest	Qualif. (self-assessed)	Qualif. (per TA Coord)	Instructor pref?	Assigned	Notes
Mehrtash_Morvandi		100	100	100	N/A Edit this field	None	...
Duan_Yuji		100	100	100	N/A	None	...
Clark_Emma		75	100	100	N/A	None	...
Tsoupakis_Katie		100	100	100	N/A	None	...

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Applications for FNH 250 003 2018W

Course notes:
...

TA Hours Available: 110.00

>= Qualif <= 0 100 >= Interest <= 25 100 Assignment - Any - Appt Typ - Any - Instructor p - Any -

Name	Grade	Student Interest	Qualif. (self-assessed)	Qualif. (per TA Coord)	Instructor pref?	Assigned	Notes
Mehrtash_Morvandi		100	100	100	N/A Edit this field	None	...
Duan_Yuji		100	100	100	N/A	None	...
Clark_Emma		75	100	100	N/A	None	...
Tsoupakis_Katie		100	100	100	N/A	None	...

To select a TA:

Move cursor under **N/A** until “Edit this field” appears, then click.

From drop down box, select
“Requested”*

** Selecting anything other than “Requested” will not generate an offer*

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Applications for FNH 250 003 2018W

Course notes:
....

TA Hours Available:
110.00

>= Qualif <= 0 100 >= Interest <= 25 100 Assignm - Any

Name	Grade	Student Interest	Qualif. (self-assessed)	Qualif. (per TA Coord)	Instructor pref?	Assigned	Notes
Mehrtash, Morvarid		100	100	100	Requested	None	... Edit this field
Duan, Yuci		100	100	100	N/A	None	...
Clark, Emma		75	100	100	N/A	None	...
Toussaint, Kaito		100	100	100	N/A	None	...

Next, in the "Notes" field, add the number of hours you want to assign to the student.

r FNH 250 003 2018W

>= Qualif <= 0 100 >= Interest <= 25 100 Assignment - Any

Student Interest	Qualif. (self-assessed)	Qualif. (per TA Coord)	Instructor pref?	Assigned	Notes
100	100	100	Requested	None	Assign 65 hours
100	100	100	N/A	None	...

How to Assign a TA as an STA (Senior Teaching Assistant) - please refer to the [TA Portal on STA classification details](#)

Use the "Notes" field to assign an STA.

400.00

0 100 25 100 - Any

Name	Grade	Student Interest	Qualif. (self-assessed)	Qualif. (per TA Coord)	Instructor pref?	Assigned	Notes
Fischer, Jordie *		100	100	100	Requested	None	100 hours - assign as STA
Mehrtash, Morvarid		100	100	100	N/A	None	...

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Home Overview Reports Log out Job Descriptions 2018 Winter Session 2 Application

Course application: FNH 250 003 2018W

Course notes:
Edit this field

TA Hours Available: 110.00

>= Qualif <= [0] [100] >= Interest <= [25] [100] Assignment [- Any -] Appt Typ [- Any -] Instructor pref [- Any -]

Name	CWL	Grade	Interest	Qualif.	Qualif. (Adj.)	Inst. pref	Assigned	Hours	Classification	Notes
Clark, Emma *	emclark	75	100	100	Requested	Offered	60	GTA 2	Offer 60 hours	
Tsoupakis, Katie	ktsoupak	100	100	100	N/A	None	0	N/A	...	
Mujica, Maria Fernanda	mfmuji	100	100	100	N/A	None	0	N/A	...	
Cochrane, Kelsey *	kmc748	100	100	100	N/A	None	0	N/A	...	
Ng, Yi-Min	yimin22	100	100	100	N/A	None	0	N/A	...	

And repeat for each course!!!

Once the student has been sent an offer, the assignment column will show "Offered" and a red * will appear beside the student's name to indicate they have been offered a position. Multiple **'s will mean multiple offers.

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Course application: FNH 430 001 2018W

Course notes:
...

TA Hours Available: 30.00

Name	CWL	Grade	Interest	Qualif.
Cheng, Elaine **	elainray	100	100	100

Pop-up for FNH 303 001 Accepted 48 hours

Pop-up for FNH 430 001 Accepted 30 hours

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User application

Elaine Cheng

Notes on this application:

>= Qualif <= [0] [100] >= Interest <= [0] [100]

Hours available:
Assignments: Accepted for 48 hours
Hours available:
Assignments: Accepted for 30 hours

Course	Grade	Interest	Qualif.	Qualif. (Adj.)	Inst. pref.	Assigned	Hours	Notes
APRI 200 001	0	0	0	N/A	None	0	...	

In the example above, Elaine Cheng has been offered and has accepted positions in FNH 303 001 and FNH 430 001. By moving the cursor over each *, a pop-up box will appear with offer details.

By clicking on the applicant's name, you can see which courses she received and accepted offers for and the number of hours

You can review the status of your offered TA's. Select a course under "TAs assigned"

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Apply now! - Winter Session

2015 Winter Session TA Application

The Faculty of Land and Food Systems has approximately 200 TA positions available for 2015 Winter Session. The deadline to submit an online application is Friday, May 29, 2015. We will only accept applications after this date at the request of course instructors.

- 2015 Winter Session Term 1 TA Application
- 2015 Winter Session Term 2 TA Application

** Please note: Two-term courses, FNH 425, GRS 290/390/490 and LFS 250 001 are listed under 2015 Winter Session Term 1 TA Application*

2015 Summer Term TA Application

The Faculty of Land and Food Systems has a limited number of TA positions for 2015 Summer Session. The deadline to submit an online application is Monday, March 16, 2015. We will only accept application after this date at the request of course instructors.

- 2015 Summer TA Application.

TA applicants for my courses

[Applicants for APBI 200 001 - 2015w](#)

[Applicants for LFS 100 001 - 2015w](#)

TAs assigned

[TAs Assigned to APBI 200 001 - 2015w](#)

[TAs Assigned to LFS 100 001 - 2015w](#)

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TAs Assigned to LFS 100 001 2015w

Application	Family Name	Given Name	Email	Assignment Status	Hours
View	Heckelman	Amber	amber.heckelman@gmail.com	Offered	107 hours
View	Puri	Akshit	akshit_puri19@gmail.com	Accepted	85 hours

Start 1 to 2 of 2 entries

Copy CSV Excel PDF Print

Search

This summary screen will show you which TA's have been sent offers and the status of those offers (assignment status will be **Offered, Accepted or Declined**), and the number of hours assigned to each TA for that specific course.

To review the applicant pool by term:

The online application allows you to review the whole applicant pool by term. Students must select your course(s) as one of their 10 course preferences per term. By looking at the “**Grads summary**” listings you are able to see the full listing of applicants and their application status. This is particularly helpful for instructors who have few or no applicants in their own applicant pool.

This is how the information is displayed. From this screen, you can see the full list of applicants per term as well as their appointment status (**no appointment, accepted, offered, declined**). You can view an application by clicking on a student name. If you would like to extend an offer to a student who is not in your course applicant pool, please ask them to go back into the online application and select your course. Once they have done that, they will appear on your course list, and you can assign them hours.

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Status message
You are now masquerading as [giammond](#)

2015 Winter Session TA Application

The Faculty of Land and Food Systems has approximately 200 TA positions available for 2015 Winter Session. The deadline to submit an online application was Friday, May 29, 2015. We will only accept applications after this date at the request of course instructors.

- 2015 Winter Session Term 1 TA Application
- 2015 Winter Session Term 2 TA Application

* Please note: Two-term courses, FNH 426, GRS 290/390/490 and LFS 250 001 are listed under 2015 Winter Session Term 1 TA Application

2015 Summer Term TA Application

The Faculty of Land and Food Systems has a limited number of TA positions for 2015 Summer Session. The deadline to submit an online application was Monday, March 16, 2015. We will only accept application after this date at the request of course instructors.

- 2015 Summer TA Application

TA applicants for my courses

Applicants for FNH 250 002 - 2015w
Applicants for FNH 250 003 - 2015w
Applicants for FNH 250 001 - 2015w
Applicants for FNH 342 001 - 2015w
Applicants for FNH 490 001 - 2015w
Applicants for FNH 250 920 - 2015S

TAs assigned

TAs Assigned to FNH 250 002 - 2015w
TAs Assigned to FNH 250 003 - 2015w
TAs Assigned to FNH 250 001 - 2015w
TAs Assigned to FNH 342 001 - 2015w
TAs Assigned to FNH 490 001 - 2015w
TAs Assigned to FNH 250 920 - 2015S

Grads summary

[2015S list of grad student assignments for supervisors](#)
[2015W1 list of grad student assignments for supervisors](#)
[2015W2 list of grad student assignments for supervisors](#)

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Grad student status summary

for 2015 Winter Session Term 1 Application

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Name	Appointments	Submitted	Changed
Advani, Sahr		05/29/2015 - 12:21	05/29/2015 - 12:21
Bazza, Zineb	Accepted - APBI 260 001 - 60 hours	05/21/2015 - 11:52	05/21/2015 - 12:05
bowness, evan	Accepted - LFS 250 001 - 213 hours	05/18/2015 - 09:00	05/18/2015 - 09:00
Burton, Laurel		05/19/2015 - 14:24	05/25/2015 - 18:56
Cardoso Costa, Joao H	Accepted - APBI 314 001 - 72 hours Accepted - APBI 398 001 - 20 hours	05/19/2015 - 15:56	05/19/2015 - 15:56
Chang, Ricky		05/28/2015 - 23:31	05/28/2015 - 23:31
CHEH, HUIHUI	Offered - FNH 413 001 - 48 hours	06/28/2015 - 01:53	06/28/2015 - 01:53
Chen, Yangting	Accepted - FNH 301 001 - 48 hours Accepted - FNH 325 001 - 120 hours	05/19/2015 - 16:41	07/06/2015 - 14:44
Chen, Lynn		05/24/2015 - 15:38	05/27/2015 - 00:13