

BIOL210/APBI 210

T.A. ASSIGNMENTS - 2011

WEEK	Prep meetings	Teaching	Lab clean – up/set-up	Invigilation (lab)	Marking (lab)	Lecture attendance	Invigilation	Open Lab Supervis.	Marking (lecture)	Vacation	
3 - 7						2					Jan. 5 First Day of Class, Labs
10 - 14	2	6	.5			3					
17 - 21	2	6	.5			3					
24 – 28	2	6	.5			3					
31 - Feb. 4	2	6	.5			3					
Feb. 7 - 11	2	6	.5			3					
14 – 18	Midterm Break – NO SCHOOL!!!!!!										
Feb. 21 - 25	3		2	6	6	2					Lab Midterm
1 - Mar. 4	2	6	.5			3					
Mar. 7 - 11	2	6	.5			3					
14 - 18	2	6	.5			3					
21 – 25	2	6	.5			3					
28 – Apr. 1	4		2	6	6	3					Lab Final Exam
Apr. 4 - 7						2					Last Day of Classes – April 7
12 - 16								3	16	8	
19 - 23											Grading Lecture Exams

Summary:

teaching	54 hours
prep meetings	24 hours
lab clean-up/set-up	9 hours
invigilation (lab)	12 hours
marking (lab)	12 hours
lecture attendance	36 hours
Invigilation (lect)	3 hours
marking (lecture)	16 hours TBA
vacation	8 hours
	174 hours total

The remaining 18 hours (out of 192 you are paid for):
 - office hours/preparation

Additional Notes:

Lab Exams: Set-up may require evening (5pm – 8pm) instead of day: **Feb 23 and Mar 30**
 After lab exams **all** TAs are required to assist in clean-up (**Feb 25 and April 1**)

Lecture Final: Invigilation and grading will occur during the exam period: **April 11 to 28**
 Please do not make any travel plans until the exam schedule has been posted.

WELCOME TO BIOL 210/APBI 210

On the other side of this page is a schedule of TA hours for Biology 210.

LAB:

The first prep session will be on **January 12 at 9:00am in room 3008**. Please come prepared by reading the lab manual (it will be in your mailbox by January 4), textbook, and website. I will loan you the textbook for the term in the first week of classes if you do not have one.

Coffee/tea and snacks are provided during prep sessions.

Each TA will be responsible for teaching **two** lab sections.

It would be useful if you could let me know the lab sections you will be **UNAVAILABLE** to teach.

Possible times:

Thursdays: 9:30 – 12:30

Thursdays: 2:00 – 5:00

Fridays: 8:00 – 11:00

Fridays: 2:00 – 5:00

LECTURES:

TAs are **required** to attend lectures: Monday, Wednesday, and Friday from 11:00 – 11:55 in room 2000 BioSciences. A course syllabus will be put in your mailbox as soon as it is finalized. The first lecture will be on **January 5th**. You must let me know if there are any lectures you are unable to attend.

WEBSITE: www.vista.ubc.ca

There is a WebCT Vista site for the course. Please **send me** your campus-wide login (cwl) so I can get you registered.

Let me know if you have any questions or concerns. Please let me know which lab sections you are unable to make as well as your cwl. Have a great holiday. I look forward to working with you in January.

Bye for now, Shona
Office: room 3203/2508 (BioSci)
Phone: 604-822-9728, 604-754-7725
shona@mail.ubc.ca