**Faculty of Land and Food Systems**

**Application for Graduate Academic Assistant and Undergraduate Academic Assistant**

**for Developing Online Teaching Materials**

**Date: \_\_\_\_July 2, 2020\_\_\_\_\_\_\_\_\_\_**

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| **Course code** | FNH 415 | **Section number** | 001 | **Enrolment** | 85? |
| **Course title** | Business Concepts in Food, Nutrition & Health |
| **Instructor name** | Jessica Oman |
| **Term offered: Winter term 1 \_\_\_X\_\_\_\_\_\_\_ Winter term 2 \_\_\_\_\_\_\_\_\_\_** |
| **Circle all applicable online delivery modes** | **Lectures** | **PBL** | **Group discussion / tutorial**  | **CBEL**  | **Project-based learning** |
| **Others:**  |
| **Synchronous: \_\_\_Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Asynchronous: \_\_\_\_\_\_Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **If it is hybrid, please describe briefly** **Probably will have some combination of pre-recorded lectured and live discussion/working groups in a flipped classroom format** |
| **List anticipated duties**  |
| 1. Designing PowerPoint slides (content provided by instructor)
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| 1. Cutting pre-recorded lectures into shorter elements / editing via Camtasia
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| 1. Setup and testing of various features of Collaborate Ultra
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| 1. Setting up quizzes and assessments in Canvas
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| **Total number of hours requested** | 20 | **Number of assistants requested** | 1 |
| **Availability of supervision (circle one): Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_** |
| **Do you have a preferred candidate identified? Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_** |
| **If yes, please provide the following information of your preferred candidate.** |
| **Student name** |  | **Student ID** |  |
| **Program enrolled: Undergraduate \_\_\_\_\_\_ Master’s \_\_\_\_\_\_ Doctoral \_\_\_\_\_\_** |
| **Student’s email**  |  | **Telephone number (optional)** |  |

**Additional information**

1. Graduate Academic Assistant (GAA) and Undergraduate Academic Assistant (UAA) positions are created to assist instructors to develop high quality online teaching materials for the Fall Term.
2. Duties of GAA/UAA include, but not limited to, developing new high-quality materials for teaching online, developing online assessment tools, concerting existing course materials for teaching online, developing new materials / methods to enhance interactions online, creating new video / audio materials, etc..
3. Applications will be adjudicated by an *ad hoc* LFS TLEF Committee, consisting the Dean, Associate Dean, Academic (Chair), Associate Dean, Graduate and Postdoctoral Studies, Program Directors, Director of the Learning Centre, Director of the Student Services, Vice President, Academic of the LFS Undergraduate Society and the President of the LFS Graduate Society.
4. Due to funding limitations, priority will be given to the Winter Session, Term 1.
5. If you don’t have a preferred candidate, please provide a brief description of the duties that you expect the GAA/UAA to perform. Position will be posted on the Faculty’s website on your behalf.
6. The stipend is not a form of scholarship. For GAA, the stipend cannot be included as part of the graduate student’s regular GRA stipend.
7. Appointment of a GAA / UAA is usually for a period of 3 months.
8. Appointment of a GAA shall not exceed an average of 12 h of duty per week averaged over a year. Permission to exceed this limit may be given by the Dean, the Faculty of Graduate and Postdoctoral Studies in special circumstances. For specific information about GAA, students should contact their graduate program (<https://www.grad.ubc.ca/scholarships-awards-funding/research-teaching-assistantships>).
9. GAA/UAA will be hired in two batches. The deadline for submitting your application is 12:00 pm on June 19, 2020 and July 3, 2020, respectively. Submitting your application to Virginia Frankian (virginia.frankian@ubc.ca).
10. Pay rate:
	* 1. GTA 1: Graduate student who holds a master’s degree and / or is registered in a doctoral degree program;
		2. GTA 2: Graduate student who holds a bachelor’s degree and is registered in a master’s degree program;
		3. UAA: An undergraduate student who is registered in a bachelor’s degree program at UBC and will be paid as a UTA I.