

# Fall 2021 Teaching Assistant Job Description: Peer Assisted Learning Leader



**Courses Available:** CHEM-2300 (2x 100 hour appointments)

## **Qualifications:**

- 3<sup>rd</sup> year or above
- An overall GPA of 75% or above
- A grade of 80% or above in both CHEM-2300 *and* CHEM-2310
- Competency with course content is required
- Good interpersonal and communication skills are required

## **Primary Activities:**

- Attend classes of the selected course, take notes, and read all assigned materials
- Ascertain course requirements and maintain contact throughout the term with course instructor or designated representative (e.g., graduate assistant)
- Conduct two Peer Assisted Learning Sessions (PALS) per week throughout the term, using strategies learned through the PALS Leader Training Workshop (sessions range from 90 minutes to 3 hours depending on the type of session and exam schedules)
- Collect attendance data for every session, including student IDs, course title, date, and time of session
- Complete PALS Leader Reports after each session
- Regularly meet with PALS Supervisor for debriefing sessions
  - o Discuss the planning of sessions and use of a wide variety of learning strategies
  - o Notify PALS Supervisor about problems or potential problems
- Behave in a professional manner at all times

## **Secondary Activities:**

- Provide extra PAL sessions and/or marathon sessions as necessary (e.g., prior to exams)
- Meet with other PALS Leaders and Supervisor at scheduled meetings
- Assist PALS Supervisor in training other PALS Leaders
- Contribute to presentations and workshops about the PALS program (optional)
- Other duties as assigned

## **Maintenance Activities:**

- Attend PALS Leader training prior to the beginning of each term
- Work with the PALS Supervisor to select appropriate times and scheduling of sessions
- Make periodic announcements about the availability of the sessions to the students
- Maintain a professional attitude about matters such as class standards, grades, and student complaints
- Model appropriate professional attitudes and behaviours
- Provide your PALS Supervisor with an up-to-date schedule of your sessions
- Notify your PALS Supervisor *in advance* if you cannot conduct a session as scheduled
- Maintain regular working hours
- Ensure that the initial PALS Survey, Midterm Feedback, and End-of-Course Survey are distributed and assist with data analysis (if requested)
- Assist PALS Supervisor with end-of-term reports and other reports (if requested)
- Promote PALS through social media (if applicable)