

Winter Teaching Assistant Job Description: Peer Assisted Learning Leader



Courses Available: CHEM-1110, CHEM-2310

2x 100-hour appointments for each course

Qualifications:

- 2nd year or above
- An overall GPA of 70% or above
- A grade of 75% or above in CHEM-1110 (ideally also CHEM-1100)
- Competency with course content is required
- Good interpersonal, communication, and learning skills are required

Primary Activities:

- Attend classes of the selected course (or review videos/lectures), take notes, and keep up with 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
- Collect feedback from students on a regular basis and debrief with the PALS Supervisor
- Complete session reports and submit facilitation materials to the PALS repository
- 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 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
- Promote PALS through social media (if applicable)