

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS: PEER ASSISTED LEARNING LEADER POSITIONS AVAILABLE FOR WINTER TERM 2024

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Chemistry & Biochemistry invites applications for TA positions for Peer Assisted Learning Leaders for the Winter term 2024

The total number of hours offered for these Teaching Assistantships for the Winter 2023 term is 100 hours.

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
CHEM 2310 – Organic Chemistry	2 TA's for 100 hrs each	January 10 – April 30, 2024

Refer to the timetable (www.uwindsor.ca/registrar/timetable-information) for class and exam hours and location.

All positions are subject to enrolment and final budgetary approval.

Expected TA duties:

- Attend classes of the selected course (or review recordings), 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
- Collect feedback on a regular basis and debrief with the PALS Supervisor
- Complete PALS Leader Reports after each session, and submit facilitation materials to the PALS repository
- Regularly meet with PALS Supervisor for debriefing sessions
 - Discuss the planning of sessions and use of a wide variety of learning strategies
 - Notify PALS Supervisor about problems or potential problems
- Behave in a professional manner at all times
- 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
- Promote PALS through social media (if applicable)
- 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

Note: as a PALS Leader you will not be lecturing or teaching course content; you will be trained in facilitating collaborative learning sessions wherein you plan engaging activities to help develop and reinforce students' independent learning skills.

Eligibility requirements:

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the Collective Agreement. To be eligible for a Teaching Assistantship you must be a registered student:

- must be registered for the term of work at the time of hiring
- must maintain registration throughout the term and must be in good standing in the degree program
- Note that Teaching Assistants cannot be employed for more than 100 hours per semester total. If you already hold or have applied for another TA position (in this or another department) note that the total combined hours for all TA appointments held in all departments cannot exceed 100 hours.

Required essential qualifications:

- 2nd year student or above
- An overall GPA of 70% or above
- Competency with course content is required
- Good interpersonal and communication skills are required

Preferred qualifications:

- A grade of B or above in the selected course is preferred
- prior enrolment with instructor teaching the selected course is preferred

Application forms are available from the Chemistry & Biochemistry website under

<https://www.uwindsor.ca/science/chemistry/502/ta-information>

Applications must be submitted to: Ashlyne O'Neil via email at pals@uwindsor.ca.

Applications should include a CV/resume, copy of your unofficial transcript and completed PALS Leader application.

In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.

Deadline for receiving applications is Friday December 22nd at 5pm.

Date Posted: 12/11/2023