

**UNDERGRADUATE STUDENT COURSE ASSISTANTS
PHYSIOLOGY DEPARTMENT
PHGY 209 POSITION POSTING**

Date of Posting: March 16, 2017	Hiring Unit & Address: Physiology McIntyre Medical Sciences Building
Application Deadline Date: June 5, 2017 (Application is below)	
Course Title: Mammalian Physiology 1 Course Number: PHGY 209	
Instructor: Dr. M. Vollrath	
Hours of work: (per/term): The one-term course includes a number of sections, most consisting of 5-6 lectures. It is anticipated that the number of hours/section necessary to fulfil the stated obligations will be 12-15. (For longer or shorter sections, the maximum number of hours will be commensurate to the number of lectures for that section).	Number of TA positions available (estimate): <p style="text-align: center;">12-15</p>
Dates of Appointment: Starting: September 5, 2017 Ending: Until final exam late December 2017	Salary: Hourly rate: \$8.00-\$15.00 Rate according to task,
Required Duties: <ol style="list-style-type: none"> 1. Be available for 2-3 weeks per semester section. Applicants may choose to assist in more than one section. 2. Contact Course Coordinator ahead of time to discuss responsibilities and topic. 3. Contact Instructor before beginning of assigned section for additional instructions. 4. Be present at all lectures for the assigned section. 5. Prepare review material (e.g., a set of questions) to be submitted within 36 hours to the instructor for editing, and then forward these to the course secretary to be posted on myCourses. 6. Respond to students' e-mail questions pertaining to lecture content and monitor discussion boards in a timely fashion (usually within 24 hours). 	
Qualifications Required: <ul style="list-style-type: none"> • Undergraduate 3rd year student • Selected 2nd year students with excellent academic performance may be considered 	
Language Requirements (if relevant): English spoken and written; French beneficial	
Name & Title of Course Supervisor: Dr. M. Vollrath	
Dept. Authorization:	Date: March 16, 2017

NOTE: All applicants must apply in writing, using the application form provided, and submit it to Sonia Viselli, Room 1022, McIntyre Medical Building.

**UNDERGRADUATE STUDENT COURSE ASSISTANTS
PHGY 209 – FALL 2017 APPLICATION FORM**

This form should be used by all undergraduate students who wish to be considered for a Student Course Assistant Position in **PHGY 209 ONLY**

Name: _____ Degree & year: _____
McGill ID: _____ SIN # _____
Address: _____ Phone (#1): _____
_____ Phone (#2): _____
_____ Phone (#3): _____
_____ E-Mail: _____

PLEASE ATTACH A COPY OF YOUR TRANSCRIPTS.

FOREIGN/INTERNATIONAL STUDENTS: Copy of Study Permit must be attached.

Section applied for (in order of preference):

- 1) _____

- 2) _____

- 3) _____

QUALIFICATIONS:

Language Abilities: Please indicate level of proficiency: 1 = low, 4 = high

English: read (1 2 3 4) written (1 2 3 4) spoken (1 2 3 4)

French: read (1 2 3 4) written (1 2 3 4) spoken (1 2 3 4)

Other:

Computer knowledge: (If relevant to the position posting, please list software, hardware etc. and level of familiarity):

Undergraduate Courses taken (please list all relevant courses):

Previous Student Course Assistant positions held (list all courses and years):

Other relevant courses or experience:

Signature: _____ Date: _____

Return completed form to Sonia Viselli, Room 1022, McIntyre Medical Building

For Office Use:

Section/Course assigned: _____

Hours per week: _____

Course Supervisor (name and title): _____

Student notified: by letter [] verbally [] Professor notified []

Signature: _____ Date: _____