# UNDERGRADUATE STUDENT COURSE ASSISTANTS
**PHYSIOLOGY DEPARTMENT**

## PHGY 209 and PHGY 210 POSITION POSTING

<table>
<thead>
<tr>
<th>Date of Posting:</th>
<th>May 4, 2023</th>
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<tbody>
<tr>
<td><strong>Hiring Unit &amp; Address:</strong></td>
<td>Physiology McIntyre Medical Sciences Building</td>
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**Application Deadline Date:** June 5, 2023 (Application is below)

**Course Title:**  Mammalian Physiology 1 and Mammalian Physiology 2

**Course Number:** PHGY 209 and PHGY 210

**Instructor:** Dr. M.A. Vollrath

**Hours of work: (per/term):**
The one-term courses include a number of sections, consisting of 5-9 lectures. It is anticipated that the number of hours/section necessary to fulfill 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 USCA positions available (estimate):**

<table>
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<tr>
<th>Dates of Appointment Starting and Ending:</th>
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<tr>
<td><strong>Fall:</strong> Sept.-Dec. (until Final Exam Dec. 2023)</td>
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<tr>
<td><strong>Winter:</strong> Jan. – Apr. (until final exam April 2024)</td>
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**Required Duties:**
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. Monitor discussion boards and respond to students’ e-mail questions pertaining to lecture content in a timely fashion (usually within 24 hours).

**Qualifications Required:**
- Undergraduate 3rd year student (physiology students receive preference)
- 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.A. Vollrath

**Dept. Authorization:**

**Date:** May 4, 2023

**NOTE:** All applicants must apply using the application form provided, and submit it via email to undergrad1.physiology@mcgill.ca
UNDERGRADUATE STUDENT COURSE ASSISTANT
APPLICATION FORM
PHGY 209 - Fall 2023
and
PHGY 210 - Winter 2024

This form should be used by undergraduate students who wish to be considered for an Undergraduate Student Course Assistant Position in PHGY 209 and/or PHGY 210

Name: ____________________________  Degree & year: _______________________
McGill ID: ____________________________  SIN # ____________________________
Address: ____________________________  Phone (#1): __________________________
__________________________________  E-Mail: __________________________

PLEASE ATTACH A COPY OF YOUR TRANSCRIPTS (Unofficial Accepted)

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

I am applying for a USCA position in (check those that apply):  PHGY 209 [  ]  PHGY 210 [ ]

List the sections you are applying for (in order of preference): (e.g. 1. Body Fluids, 2. Respiration…)
PHGY 209 (Blood, Body Fluids and Ion Transport; Immunology; CNS – Sensory; CNS – Cognitive & Motor; CNS – Nerve, Synapse; CNS- Muscle, ANS
PHGY 210 (Endocrinology; Respiration; Cardiovascular; Digestion; Renal)

1) __________________________________________
2) __________________________________________
3) __________________________________________
4) __________________________________________
5) __________________________________________

Tell us briefly, why you think you would be a good USCA? Why you are interested in the section topics you selected above:
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QUALIFICATIONS:

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

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<th>Language</th>
<th>Read (1 2 3 4)</th>
<th>Written (1 2 3 4)</th>
<th>Spoken (1 2 3 4)</th>
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<tbody>
<tr>
<td>English</td>
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<td>French</td>
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<td>Other</td>
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Relevant computer knowledge: (Please list software, hardware etc. and level of familiarity)

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Relevant Undergraduate Courses taken:

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

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Other relevant courses or experience:

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__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Signature: ____________________________ Date: ____________________________

Return completed form by June 5, 2023 via email to undergrad1.physiology@mcgill.ca

For Office Use:

Section/Course assigned: ____________________________

Hours per week: _______________________________________

Course Supervisor (name and title): ____________________________

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

Signature: ____________________________ Date: ____________________________