

**UNDERGRADUATE STUDENT COURSE ASSISTANTS
PHYSIOLOGY DEPARTMENT**

PHGY 209 and PHGY 210 POSITION POSTING

Date of Posting: May 4, 2023	Hiring Unit & Address: Physiology McIntyre Medical Sciences Building
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 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 USCA positions available (estimate): 12-15
Dates of Appointment Starting and Ending: Fall: Sept.-Dec. (until Final Exam Dec. 2023) Winter: Jan. – Apr. (until final exam April 2024)	A Tomlinson Engagement Award for Mentoring (TEAM) will be awarded to the selected USCAs. They will receive a modest award and the designation of “Tomlinson Engagement Awardee for Mentoring” (TEAM) on their co-curricular record. www.mcgill.ca/tpulse/tomlinson-engagement-award-mentoring-team
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. Monitor discussion boards and respond to students’ e-mail questions pertaining to lecture content in a timely fashion (usually within 24 hours).	
Qualifications Required: <ul style="list-style-type: none">• 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

QUALIFICATIONS:

Language Abilities: (Please indicate level of proficiency where, 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: _____

Relevant computer knowledge: (Please list software, hardware etc. and level of familiarity)

Relevant Undergraduate Courses taken:

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

Other relevant courses or experience:

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: _____