

**UNDERGRADUATE STUDENT COURSE ASSISTANT
DEPT. OF PHYSIOLOGY
PHGY 209 & PHGY 210 Position Posting**

Date of Posting: May 8, 2024	Hiring Unit: Physiology Address: McIntyre Medical Sciences Building
Application Deadline Date: June 10, 2024 (Application form is below)	
Course Titles: Mammalian Physiology 1 & Mammalian Physiology 2 Course Numbers: PHGY 209 & PHGY 210	
Instructor: Dr. M. A. Vollrath	
Hours of work (per/term): Each one-term course includes several sections, consisting of 5-9 lectures. It is anticipated that the number of hours/section necessary to fulfill the stated obligations will be 15-20 hours. (The maximum number of hours will be commensurate to the number of lectures for that section).	Number of USCA positions available (estimate): 15-23
Dates of Appointment, starting and ending: Fall: Aug. – Dec. (until Final Exam Dec. 2024) Winter: Jan. – Apr. (until final exam April 2025)	A Tomlinson Engagement Award for Mentoring (TEAM) will be awarded to the selected USCAs. They will receive a modest financial award and the designation of “Tomlinson Engagement Awardee for Mentoring” (TEAM) will appear on their co-curricular record. www.mcgill.ca/tpulse/tomlinson-engagement-award-mentoring-team
Required Duties: 1. Be available for 2-3 weeks per semester; Applicants may choose to assist in more than one section 2. Contact Course Coordinator/Section Lecturer to discuss responsibilities before the section begins 3. Be present at all lectures for the assigned section 4. Prepare practice question to be submitted to the instructor within 36 hours for editing, and then forward the edited questions to the course secretary to be posted on myCourses 5. Prepare questions for and assist in a review session held by USCAs before the midterm or final exam 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 3 rd year student (Physiology students receive preference) • Selected 2 nd year students with excellent academic performance may be considered	
Language Requirements: English spoken and written; French beneficial	
Name & Title of Course Supervisor: Dr. M.A. Vollrath, Associate Professor, Dept. of Physiology	
Dept. Authorization:	Date: May 8, 2024

NOTE: Applicants must apply using the application form provided, and submit 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 Undergraduate Courses taken:

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

Other Relevant Courses or Experience:

If you made comments on the discussion board, emailed the USCAs or attended the review sessions, please describe your experiences and your suggestions for improving how USCAs are utilized in PHGY209 and PHGY210:

Signature: _____

Date: _____

Email the completed form and required attachments by June 10, 2024, 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: _____