

## Teaching Assistant

### BIOS S-1a: Introduction to Molecular and Cellular Biology

#### Harvard Summer School 2019

*We are seeking several dedicated Teaching Assistants for the Harvard Summer School Course BIOS S-1a: Introduction to Molecular and Cellular Biology. TAs will have a variety of responsibilities both in and out of class (details below). Subject and laboratory expertise in Cell and Molecular Biology is a must. This course requires a larger than typical time commitment from its TAs: Each TA has approximately 12 hours of student contact time per week. In combination with grading and prep, 25-30 hours per week should be expected for the 7 week duration of the course. Additional preparation and administrative support before and after the semester are also required. The additional time requirement is generously compensated.*

**BIOS S-1a is an exciting opportunity to contribute to a fast-paced, innovative course that draws from the scholarship of teaching and learning to maximize student engagement and achievement. For many students this is their first college-level course. Responsibility, responsiveness, and dedication are essential for success as one of our Teaching Assistants.**

### Course Information

**DATES:** June 25<sup>th</sup> – August 8<sup>th</sup> 2019 (with some responsibilities before and after)

**LECTURE:** Tuesday and Thursday, 8:30-11:30AM, Harvard Science Center, Cambridge

\*with one make-up session Friday June 28<sup>th</sup>

**LABORATORY:** 3 hours, Thursdays or Fridays after lecture, multiple times and location TBA

**DISCUSSION:** 1.5 hours, Tuesdays after lecture, multiple times and location TBA

**OFFICE HOUR:** One hour per week, TBA

### TA Responsibilities

The following is a list of *the major* responsibilities of TAs for BIOS S-1a. Additional responsibilities may develop over the course of the semester, or in the time leading up to the course. The details of timing mentioned below are based on the currently proposed syllabus and also subject to change.

#### **TAs must attend all lectures.**

There are two 3-hour lectures per week. TAs will be expected to attend and provide support for the instructors during learning activities. This includes keeping students on task and answering questions. TAs will be expected to prepare for lecture by reviewing the activities before class.

#### **TAs will grade problem sets and revisions.**

Each week, students will complete a problem set to reinforce and assess their learning. These are due Sunday at 5PM and are returned to students 24 hours later. Therefore, significant time must be dedicated Sunday night and/or Monday during the day to grade problem sets. Students have an opportunity to re-submit revised problem sets after discussion section, and these are to be graded by the TAs as well.

**TAs run a 1.5-hour discussion/recitation section per week.**

TAs will lead a weekly discussion for the group of students they have been assigned. Discussion sections will be split into two parts. The first portion will be spent reviewing the previous week's problem set. The instructors/head TA will work with TAs to identify common points to be discussed in section. Students will revise and resubmit their problem sets based on this additional instruction. The second part of the discussion section will be a review of content from the previous week. The instructors will provide a list of objectives and core ideas but the TAs will be responsible for preparing and teaching that content.

**TAs will run a 3-hour lab each week.**

TAs will provide basic set-up and oversight for the lab sessions. This includes answering student questions, guiding students through activities and assessments, and maintaining a safe lab environment. TAs will be required to run through labs prior to the start of the semester. This will be done as a group at a time TBA. TAs will grade student lab reports.

**TAs will provide one open office hour per week**

Office hours will be an opportunity for students to bring TAs questions about course material. TAs will be responsible for scheduling their own office hours in a time and location that is accessible to students.

**TAs will be active members of the instructional team.**

TAs will contribute to the ongoing cohesion and development of the course. This includes a pre-course meeting to be held during the Spring (approximately 2 hours, time and location TBA) and, if needed, additional instructional team meetings during the semester. This will allow the instructors and TAs to collaborate, identify issues, and ensure student success.

**Professionalism and student interactions.**

TAs are expected to portray a professional attitude in all interactions with faculty, students, and other TAs. The expectation for the course is that student emails should be addressed within 24 hours.

*Those interested in this opportunity should send a brief statement of interest and qualifications to [bradley\\_coleman@hms.harvard.edu](mailto:bradley_coleman@hms.harvard.edu) and [ryan\\_lee@hms.harvard.edu](mailto:ryan_lee@hms.harvard.edu).*

*Applications will be accepted until **MONDAY APRIL 8th, 2019***