

The following is a list of responsibilities required of Teaching Fellows for the Summer 2017 BIOS S-1a Introduction to Molecular and Cellular Biology course.

*Approval from department:*

- Students and post-docs must get approval from their supervisor to serve as a TF.
  - This includes discussing your time commitments and reviewing the job description with your supervisor.
  - Students who are not currently working in a lab must obtain approval from their department head.

*In-class time:*

- Attend **two 3-hour lectures** per week, Tues and Thurs mornings from 8:30am-11:30am (with one make-up class on Fri, July 7<sup>th</sup>)
  - Assist with facilitating learning activities
- Lead a **90-minute discussion section** every Tuesday afternoon or evening
  - Review problem sets
  - Review concepts and facilitate learning activities as discussed during morning TA meetings
- Lead a **3-hour lab section** every Thursday or Friday afternoon (including basic setup)
  - Administer pre-lab quizzes
  - Deliver pre-lab presentations
  - Answer student questions or lead learning activities during incubation periods
- Attend a **1 hour** weekly planning meeting (Tues 7:30-8:30am)
- Hold **1 hour** of office hours per week (in Cambridge)
- Project a professional and positive image of the course and the teaching team during all student interactions

*Out-of-class time:*

- Maintain professionalism and a positive attitude in all interactions with the members of the teaching team
- *Before the term:*
  - Participate in course preparation activities
    - Assist with editing labs and lab presentations
    - Pre-run all labs before classes begin (on June 14<sup>th</sup> and 15<sup>th</sup>)
    - Pre-run problem sets and exams
  - Attend a TA training session prior to the start of the class (2 hours on June 16<sup>th</sup>)
- *During the term:*
  - Prepare for discussion section and labs by reviewing the relevant course content
  - Do basic lab setup and cleanup for your lab section

- Grading:
  - Grade open-response questions from weekly problem sets by the stated deadline (usually 60 hours after the student submission deadline)
  - Grade all lab assignments by the following lab section (1 week later)
  - Help grade all exams
  - Grade exam corrections submitted by students within 48 hours
- Answer student emails within 24 hours
- Assist with moderating the online discussion forum

*Optional:*

- Help design questions for problem sets and exams
- Help design learning activities for discussion section