

Queen's ECE Graduate Teaching Assistantship Application Form Fall & Winter 2022-2023

Responsibilities and Terms of Employment for Graduate Teaching Assistants

Acceptance of an offer of employment as a Teaching Assistant is also an acceptance of these responsibilities and terms of employment.

A Teaching Assistant is an employee whose duties normally include some combination of laboratory instruction, tutoring, and the marking of assignments, reports, quizzes, and examinations. Because their duties bring them into substantial contact with other students, Teaching Assistants play a crucial role in delivering the academic programs of the Department. For this reason, Teaching Assistantships are offered only to those who are qualified and demonstrate good potential, and are renewed only for those who perform well and apply themselves conscientiously to their duties.

The Department expects Teaching Assistants to carry out their assigned duties in a professional manner. Teaching Assistants are expected to appear on time and to be fully prepared to serve as effective instructors for all laboratory and/or tutorial sessions to which they have been assigned. Teaching Assistants must generally dedicate sufficient time for preparation prior to a scheduled laboratory or tutorial session.

Given the nature of duties for Teaching Assistants, the Department views the weekly time commitment in the offer of employment as an average that may vary from week to week (e.g., more hours are often dedicated during the week of the midterm examination for a course due to invigilation and marking). The total number of hours for each Teaching Assistant during the term must, however, conform to the contractual stipulation. Teaching Assistants and Course Instructors together ensure that this requirement is met with appropriate scheduling of duties.

The assignment of Teaching Assistants to specific courses will be announced in August 2022. Course Instructors will then, in the first week of term make a detailed assignment of duties to those Teaching Assistants assigned to them, often with organizational meetings early in each term. Questions on such assignments should be addressed to the Course Instructor involved. Teaching Assistants are expected to contact the Course Instructor for whom they will be working as soon as they receive their assignments in order to ensure that proper planning of duties and any organizational meetings can be initiated in a timely manner.

NOTES and IMPORTANT REMINDERS for Teaching Assistants

In accepting a Teaching Assistant position you must be available and ready to begin your position from the first day of term to the last day of term. Fall or Winter TA duties occur during period from September 1st till the end of December or from January 2nd till the end of April. This commitment must be discussed in details with the course instructor.

TAs are often required to assist instructors in invigilating/supervising midterm examinations (which may be in the evening) and any quizzes in their assigned courses. TAs also typically assist instructors in the marking of midterm examinations and/or quizzes. As a result, there may be one week where more time must be dedicated to TA duties than another week. The overall workload for each TA will, however, conform to the total number of hours allocated for each term.

Specific TA duties will be assigned by course instructors, through organizational meetings at the start of each term. One result of such discussions is the completion and signature of the “TA Agreement Form” in order to summarize the planned duties and the estimated number of hours for the various activities within the total number of hours allocated.

It is the responsibility of all Teaching Assistants who are not landed immigrants or Canadian citizens to obtain a valid SIN Card. **PLEASE DO NOT BEGIN YOUR DUTIES UNLESS THE SIN CARD HAS BEEN APPLIED FOR AND PROOF HAS BEEN PROVIDED TO THE DEPARTMENT.**

Please note that income tax will be deducted at the rate for a single person, unless you submit a currently completed TD1 Taxation Forms at: <http://www.queensu.ca/financialservices/forms> located under the drop down menu under forms. Blank forms are available from Human Resources Fleming Hall, Stewart-Pollock Wing Kingston, ON K7L 3N6.

Because of the length of time needed by Human Resources to process documentation, any delay in providing the information required on the employment contract will result in a delay in being paid for the balance of the term. The most important items to provide are a Social Insurance Number (show card to Department and a photocopy will be taken) and Bank Account Information (provide a void cheque).

ECE Undergraduate Course Offerings List

Identify your TA-ship courses of interest with ranking, following the two steps:

1. Know what you choose. Familiarize yourself with the ECE course offerings in Fall and Winter terms 2022-2023, by following the detailed ELEC and SOFT course summaries through the ECE Department website:

<https://www.ece.queensu.ca/undergraduate/courses/index.html>

2. In order to provide the necessary flexibility for the Department in the assignment of teaching assistantships, you are asked to rank at least 4 preferences in each term.

We will do our best to match your preferences, but we cannot guarantee that you will be placed in your most-preferred courses. The overall assignment of teaching assistants is based on both qualifications as well as preferences, and is made in the best interests of the undergraduate programs in the Department and in the Faculty.

Rank at least 4 courses (1, 2, 3, 4, ...) in the Fall.

Rank at least 4 courses (1, 2, 3, 4, ...) in the Winter.

Fall term courses		Duties		Winter term courses		Duties	
Rank	Course number	L	M/T	Rank	Course number	L	M/T
	APSC 143	√	√		APSC 114 (ECEi)		√
					MREN 178 (Mechatronics)	√	√
	APSC 200		√		MREN 203 (Mechatronics)	√	√
					MREN 223 (Mechatronics)	√	√
					ELEC 224	√	√
	ELEC 221	√	√		ELEC 252	√	√
	ELEC 271	√	√		ELEC 270		√
	ELEC 278	√	√		ELEC 274	√	√
					ELEC 279	√	√
	ELEC 324	√	√		ELEC 280	√	√
	ELEC 326		√		ELEC 299	√	√
	ELEC 344	√	√				
	ELEC 353	√	√		ELEC 333	√	√
	ELEC 371	√	√		ELEC 372	√	√
	ELEC 377	√	√		ELEC 373		√
					ELEC 374	√	√
	ELEC 425	√	√		ELEC 381	√	√
	ELEC 431	√	√		ELEC 390	√	√
	ELEC 443	√	√				
	ELEC 448	√	√		ELEC 433		√
	ELEC 457	√	√		ELEC 464		√
	ELEC 473		√		ELEC 470		√
	ELEC 481		√		ELEC 472	√	√
	ELEC 490 (F/W)	√	√		ELEC 483	√	√
					ELEC 490 (F/W)	√	√
	SOFT 437		√				
					SOFT 423		√

L = laboratories and/or other practical elements M/T = marking and/or tutorial support

Special notes regarding course APSC 143

The Department of Electrical and Computer Engineering has responsibility for the following course in the common first-year program of the Faculty of Engineering & Applied Science.

APSC 143 Introduction to Computer Programming for Engineers:

This is an introductory course in computer programming. Topics covered include: program structure and syntax, data types, formatting, logical operators and expressions, loops, selection, one-dimensional and two-dimensional arrays, pointers, functions, and numerical methods. Programming concepts are taught using the C programming languages. The material in the course is delivered through weekly lectures and interactive studio sessions.

As a first year course, APSC 143 will have a large enrollment and several lab/studio sections. Thus, the Department is provided with resources to hire a number of teaching assistants (TAs) for this course.

If you are applying for a graduate student teaching assistantship (TAship), please consider including APSC 143 in your set of preferences. The background or expertise needed to serve as a TA for the course should not present any significant challenges for most graduate students in Electrical and Computer Engineering. Your role will involve one or more of the following: leading lab/studio sessions, marking duties, and entering marks.

It is not expected that all applicants will indicate APSC 143 as one of their preferences. The intent of this information is to encourage a sufficient number of graduate students to include APSC 143 as a preference, so that the Department has flexibility in performing the overall assignment of TAships. However, should it be necessary, the Department may have to assign an appropriate number of TAs in order to meet the personnel requirements for the course within the available resources, notwithstanding the preferences indicated by applicants on the attached form (see note 1).