

NOTICE

**DEMONSTRATING UNDERGRADUATE COURSES
BIOLOGY**

NOTICE: If you apply for demonstrating please give your correct social insurance number. If you are an undergraduate give the correct total number of credits you have already completed as an undergraduate (question 5). If the above information is incorrect there will be delays when paycheques are issued. Your application may not be accepted if this information is missing.

REQUIREMENTS: You must be a registered, full-time¹ University student to demonstrate and have completed the Biology core or equivalent and have competence in the area assigned.

Demonstrating for the entire semester is not guaranteed. It will depend on the number of students registered in the course at the end of the drop and add period, and the availability of funds. Applicants will not be assigned to a course until they have been interviewed by the instructor and found acceptable.

Pay Scale per hour (subject to change)

B.Sc.:	\$10.00 per hour effective January 01, 2010 \$10.50 per hour effective July 1, 2010
M.Sc. & Ph.D.:	\$975 per unit/section (56 hours) effective Sept. 01, 2006

In assigning demonstratorships, **preference** is given to (1) Biology graduate students and a prescribed number of Cognitive and Behavioural Ecology (CABE) graduate students, (2) graduate students supervised by Biology faculty in other programmes, (3) honours students who have completed the core courses, (4) graduate students in a life science programme, and (5) majors in their 4th or 5th years. Undergraduates applying to demonstrate normally must have attained an "A" standing in the course they wish to demonstrate. Some courses require specific expertise and will be assigned only to students with the appropriate background. **Although the applicant's preference for courses is taken into consideration, the timetables of all applicants and the wishes of the people in charge of courses are factors which influence final decisions.**

CHANGE IN POLICY - DIRECT DEPOSIT FORMS

Due to a change in University Policy, direct deposit of all student payroll is now mandatory.

If you are hired to demonstrate/mark, you will be asked to fill out a Personal Information Form. This form must be accompanied by a completed Direct Deposit Form or *your payroll will not be processed.*

If you have a valid form on file with Human Resources, please disregard this reminder.

¹ Full-time = 3 or more courses

APPLICATION FOR DEMONSTRATING BIOLOGY LABS

Semester for which Demonstrating is sought:

Name: _____

Date: _____

M.U.N. Student No.: _____

St. John's Address:

Telephone No. (Home): _____

(M.U.N.):

E-Mail Address: _____ Cellular #:

1. Are you a Canadian Citizen? _____
- 2.

***If no, please attach a copy of valid Student Authorization or Landed Immigrant certificate.
N.B. If you obtain a position, a photocopy of your social insurance card showing expiration date is required.***

2. Will you be registered, as a full-time (3 courses) student, at the University during the semester for which demonstrating is sought (circle one)? Yes No
You must be a full-time student to be eligible for employment.

3. Are you a student in the Biology Department (circle one)? Yes No

If no, please specify your Department and supervisor

4. Student status: Ph.D. _____ ,M.Sc. _____ ,Honours _____

5. For undergraduate students: What will be your total number of credits completed by the semester in which you wish to demonstrate?
N.B.: Students should have completed the Biology core or its equivalent before applying.

6. Check when available (X). Please ensure you have checked **all** times when available since positions are limited. The timetable must be updated as soon as any change occurs in your schedule. Ask for the return of the form to do this.

In applying for a demonstrating position you must be available for the entire semester.

	Monday	Tuesday	Wednesday	Thursday	Friday
9-12					
2-5					
7-10					

7. Would you be interested in a marking position (if available)? Circle one

Yes No

8. Do you wish 1 or 2 **positions** (circle number) **if available**?

9. Give course numbers and titles you wish to demonstrate, ranking courses in order of preference.

1. _____
2. _____
3. _____
4. _____

Please check the list posted on the outside of the Biology General Office door (SN3125) a couple of days prior to start of classes to see if you have been assigned a position.