**Requirements and Job Description**

**Teaching Assistants for BSC1005, General Biology for Non-Majors Lecture Course**

**Minimum Requirements:**

* Major in Biological Science
* Completed Coursework:

BSC2010 and BSC2011 and their labs, CHM 1045 and 1046 and their labs, and at least two additional upper division biology courses. Preference will be given to students who have taken Genetics (PBC3063) and Cell Structure & Function (PBC3143). Other useful courses include Vertebrate Physiology (PBC3743), Fundamentals of Neuroscience (PCB4843), Ecology (PCB3043), and Conservation Biology (BSC3052).

* Min. GPA of 3.3 in all biology and chemistry courses
* Junior standing at time position starts

**Job Description:**

1. The TA position for BCS1005 is an 11 hour/week position and involves assisting the 1,000 plus students in Ruby Diamond Concert Hall every MWF from 9:05-9:55. TAs are on duty from 8:30 to 10:00MWF (4 ½ hrs/wk). There are 4 units in the course; each taught by a biology faculty member. Additional work hours are described below. There are 4 TAs and one media specialist/TA. TAs are required to attend the Teaching Assistant training workshop Tu-Th the week before school begins in August. This workshop includes creating and delivering an oral presentation. Rate of pay is $8.15/hour.

2. The #1 job is to guide students in meeting the learning objectives of the course. Students will demonstrate the ability to:

* think critically and cogently about causal relationships with scientific reasoning.
* assess previous experimentation and published scientific results.
* critically examine and evaluate scientific observation, hypothesis or model construction,
* articulate a variety of issues created by the complex interactions among science, technology, and society.
* use scientific perspectives to evaluate contemporary problems facing society.

3. Professionalism is expected in all TA interactions with students and co-workers. Maintain a friendly, not friends relationship with students. Wear business casual attire when in class or holding office hours.

4. TAs use unit booklets to learn course material and learn course mechanics from the syllabus. TAs carry a copy of the syllabus in class to show students that answers to their questions (as well as course rules) are contained in the syllabus. Read the Tutoring Skills materials available in our Study Center.

5. Ruby Diamond responsibilities:

* **8:30**: work time begins! Meet on the stage for a brief meeting before greeting students and allowing them to enter the concert hall. Focus on the students and do not chat with each other or use your cell phone, etc. from 8:30 on. The media specialist/TA assists the professor with set-up at this time. (We work with School of Music staff to use the concert hall.)
* Post signs (stored in the media cart) on lobby doors telling late arriving students to go to the balcony.
* Chat with the students; each should feel welcomed and know we care about helping them. Due to full attendance, it’s difficult to give personal attention early in the semester but once attendance thins tutors are expected to consider asking if students have questions about course procedures or course material. If an assignment is due; ask if they have completed the assignment, how did it go? If an exam is coming up; ask if they have signed up online to take the test, etc. Encourage students to come to your office hours. (Most of the students are freshman and could benefit from study tips, etc.)
* **~8:40-9:03**: Allow students to enter the concert hall. Westcott houses administrative offices and students are not allowed to congregate in the lobby before class. At the start of the semester, attendance will be high. Tell students every seat will be taken and have them sit in the middle of the row so people will not need to climb over them.

Orchestra and mezzanine levels: Two TAs are stationed on the first floor; one outside each of the main lobby entrances to greet students and ensure no food or drink comes into the concert hall. (Closed drink containers must be placed into a backpack before entering and may not be removed while in the concert hall.) If students do not comply with the TA’s requests, get Ms. Schultz to assist.

Upper and lower balcony: Two TAs are on the 2nd floor. One TA outside the 2nd floor balcony door (greeting and checking for drinks); one TA inside the balcony.

* **9:04**: Lower level: The note taking TA (each TA takes notes for 1 unit) goes inside the lower level and prepares for the task.
* **9:05**: Balcony: Two TAs now are inside the balcony. One TA still monitors arriving students for drinks by watching near the entry ways. Students in the balcony tend to text and chat during the lecture. Once the lecture begins, do not let this persist!
* About **9:10-**Lower level:The downstairs person in charge of telling late students to sit in the balcony, (and not entering the lower level and disrupting the class) comes inside to monitor.
* During lecture model appropriate student behavior such as note taking, highlighting the text, etc. Do not use your cell phone, laptop, etc. or study for other courses during the lecture.
* Monitor and enforce appropriate student behavior; drinks and food are not allowed inside, feet are not allowed on the wooden parts of the concert hall, students are not allowed to chat, cell phones are stowed in bags. Computers may only be used for note taking. We must also make sure each student only uses his/her own iClicker. Move about the concert hall slowly to act as a visual reminder to the students to behave. During iClicker polling watch students carefully. If you see someone using two iClickers, get Ms. Schultz and she’ll handle it. If she’s too far away, tell the student to give you the clickers and tell him/her to see Ms. Schultz at the end of class.
* Ways to enforce rules: non-verbal signal or quiet reminder during class, talk to the student after class or before the next class. May decide it is best to address an entire seating section before class begins. Discuss disruptive students with Ms. Schultz asap.
* Feel confident that as an official of the university, students must comply with TA requests per the Student Conduct Code.
* Direct students with SDRC, CARE, or clicker issues to e-mail or see Ms. Schultz before or after class. Please do not take the paperwork from them.
* Before leaving for the day each TA needs to walk through a portion of the concert hall checking for belongings or garbage left behind. Items are taken to lost and found in 428 Carothers Hall. If there has been a recent event in Ruby Diamond the items are given to Rudy Diamond staff.
* Make sure the main doors to Ruby Diamond are fully closed when you leave.

6. Hold 1-4 office hours/wk in our study center, depending on where we are in the unit cycle. Employ tutoring skills to assist students in meeting learning objectives. When scheduling office hours, avoid overlap with other TAs to increase access by students. Remain professional, and arrive on time.

7. Each TA will create and lead 2 end-of-unit interactive review sessions for approximately 300 students in HCB at 5-6pm on the Sunday prior to the exam. Reviews are scheduled at the start of the semester to assist with planning.

8. 2 hours/wk are spent in learning the content. Other hours for grading or preparing/leading a review session will vary depending on where we are in the unit cycle. For fairness reasons, if a lecture is missed and a substitute has not been arranged, 1 ½ hours are deducted from the timesheet. Keep accurate office hours posted on the course website. Missed office hours can be made up but for the students’ sake, we discourage changes in office hours.

9. Student emergencies in Ruby Diamond: contact Ms. Schultz immediately and campus police will be called at 644-1234. Building emergencies: We will act as ushers in case of fire, etc.

10. As a BSC1005 TA, you may elect to add the following:

 BSC4941 (Internship): Earn up to 2 credit hours/semester that can be applied to the major through an internship as a BSC1005L (lab) or BSC1005 (lecture) TA. This course is S/U graded and a maximum of 4 credit hours can be applied to the major.

 BSC4945 (Supervised Teaching): Earn up to 1 credit hour that can be applied to the major. This course fulfills the Oral Communication Competency Requirement (OCCR), is letter graded and may only be taken once. The August Biology Teaching workshop is a pre-requisite to enrolling in BSC4945.

 Any combination of these courses can only add up to 2 credits maximum in a semester. See the bio advising office to add before the end of drop/add.

I have read and understand the expectations of being a TA for BSC1005.

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Signature Date