**Requirements and Job Description**

**Media Tech or Media Tech/Teaching Assistant for BSC1005, General Biology for Non-Majors Lecture Course**

**Minimum Requirements:**

* Major in Biological Science
* Completed Coursework for Media Tech position:

BSC2010 and BSC2011 and their labs

* Completed Coursework for Media Tech/TA position:

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. BSC1005 is held in Ruby Diamond Concert Hall on MWF 9:05-9:55am and the individual in this Media Tech or Media Tech/TA position must ensure the biology department instructor of the course has full media support during class. The Media Tech/TA position is an 11 hour/week position and involves responsibility for setting up and maintaining media on the stage when BSC1005 meets. Job hours are MWF from 8:20-10:05am which allows time to set up and break down the media cart and to download iclicker points to Blackboard. The individual must be experienced using Macs and PCs and feel confident problem solving various tech problems and must be able to work professionally with College of Music staff and Biology faculty. (It is possible to fill this position with only a Media Tech which would be approximately 6 hours/week.) The TA portion of the job includes assisting students in meeting the learning objectives of the course as described below. There are 4 TAs and one Media Tech/TA or Media Tech. Rate of pay is $8.15/hour.

2. The #1 job as a TA 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. TAs are provided with unit booklets to learn course material and they 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 and apply the Tutoring Skills materials available in our Study Center.

4. 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.

5. Before and after the lecture:

* 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 TAs are expected to consider asking students if they 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.)

6. 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.

7. 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.

8. TAs spend 2 hours/wk learning the content. Other hours for grading will vary depending on where we are in the unit cycle. Keep accurate office hours as 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. Do not call 911 as campus police can get us help more quickly. 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