

Attendance Policy for Teaching Assistants:

Effective August 2000

As a teaching assistant for the Department of Biological Science, I will attend all appropriate class sections, wet labs, if held, and any other time required by the faculty/coordinator. If a situation arises which prevents me from fulfilling my teaching duties, then the following will apply.

1. I will provide documentation for the absence to include dates and location of the event. For example, if attending a conference, bring the itinerary showing the dates of the conference. Excusable events include conferences, weddings, family illness/death. Exceptions will only be made in emergency situations.
2. It is my responsibility to find a substitute who has taught the course previously to teach the class. The substitute will be able to attend wet lab, as well as the missed lab section(s), or any other time needed by the instructor, i.e., grading, help session. In the case of BSC 1005L, I will compensate the substitute at a rate of \$8.00 per hour. I understand there are no exceptions.
3. All parties, including the major professor, must sign the contract before the absence is excused.
4. The original contract, along with the documentation outlined in section 1 above, are to be submitted to Judy Bowers in the Graduate Office, with copies to the faculty/coordinator and George Bates.
5. Please provide the following information:

Dates of event: _____

to _____

Location of event: _____

Duties of substitute: (i.e. giving quiz)

TA name: _____

TA signature: _____

Substitute TA name: _____

Substitute TA signature: _____

Course: _____

Faculty/course coordinator signature _____

Major professor signature: _____

Date: _____

6. Contract must be completed and submitted at least two weeks prior to absence.

xc: Faculty/Coordinator
George Bates