

## Requirements and Job Description

### Teaching Assistants for BSC1005L, General Biology for Non-Majors Lab Course

#### Minimum Requirements:

- a. Major in Biological Science, or related field
- b. Min. GPA of 3.3 in the major.
- c. Junior standing at time position starts
- d. Completed Coursework:
  - i. BSC2010, BSC2011, CHM 1045, CHM 1046 (and their respective labs)
  - ii. At least two additional upper division biology courses. For example, Genetics (PBC3063), Cell Structure & Function (PBC3143), Vertebrate Physiology (PBC3743), Fundamentals of Neuroscience (PCB4843), Ecology (PCB3043), or Conservation Biology (BSC3052).

#### Job Description:

1. The lab teaching assistant job pays \$8.15/hour and is a 17-hour/week position (see “BSC1005L Sample Work Week”).
2. Attend the Teaching Workshop, course organizational meeting, and first wetlab the week before Fall semester classes begin. This workshop includes creating and presenting an interactive 5-minute lesson.
3. Teach two lab sections of 24 students and attend the mandatory wetlab meeting each week (Fridays 1:30 – 4pm).
  - a. You will be provided with lesson plans, Powerpoint presentations, and professional development for effective teaching practices.
  - b. Wetlabs are designed to model effective lab teaching practices. Put yourself in your students’ shoes, anticipate student ideas during class discussions, and share your thoughts with the entire group. Refrain from personal conversations and cell phone use during these professional meetings.
4. Prepare and practice thoroughly for both wetlab and teaching your lab sections by completing every item on the **checklists** in your TA manual each week. This includes updating the Grade Center for each section as indicated.
5. Complete the **Clean Up Checklist** on the TA podium after each lab section, write notes to the Support Staff as needed, and give the checklist to Dr. Kraft so she has a chance to touch base with you personally each week. Allow at least 15 minutes (some weeks require more time) before and after your lab for set-up and cleanup.
6. Observe a lab section that meets prior to your first section. Refer to the Lab Observation Guide in the front of your TA manual. Observing class discussions and interacting with students during investigations will help you to practice eliciting rigorous student thinking and anticipate different student ideas. After your first semester, if you want to use these two hours of the job to prepare in a different way, you may request permission from Dr. Kraft to do so.
7. Reflect on students learning and your teaching over the semester (use Notes for Next Time in your TA Manual). Your teaching will also be recorded several times during the semester. During these weeks, watch your teaching video and write a reflective response to the prompt. These reflections are an important opportunity for you to describe the learning that is happening in your classroom to

administrators, highlight your successes, and bring up any questions or concerns. Administrators may also stop in to observe your teaching and provide feedback throughout the semester

8. Hold 1 office hour/week in 425 Carothers, the study center every week of the semester (including the first week and finals week). Welcome and assist any students from any lab section. While TAs are welcome to use the study center outside of their office hours, be sure the volume and content of all conversations are professional and that there is adequate space for the TAs and students currently participating in office hours.
9. Students deserve their TA each week. A max. 1 absence/lab/semester is acceptable due to illness or other unavoidable circumstance. E-mail Dr. Kraft, find a substitute for yourself, if possible, and complete the Absence Request Form.
10. Students have a field ecology experience during their regular lab meeting for Lab #10. TAs accompany 2 additional sections during this week, but do not hold office hours or observe another lab section during this week.
11. Be professional in your interactions with students and co-workers:
  - a. Maintain a friendly (not friends) rapport with students
  - b. Keep emails and announcements brief and focused on the syllabus
  - c. Provide feedback on student assignments and participation grades
  - d. Wear business casual attire when teaching
  - e. Arrive a few minutes early to all job obligations (e.g. wetlab, teaching, office hours).
  - f. Respond to all administrative and student emails within 24 hours
  - g. If extenuating circumstances prevent you from meeting any job requirement (e.g. grading deadlines), let administrators know as soon as you are aware of your circumstances
12. The course policies and job requirements were carefully crafted and, out of fairness to all of our students, it is essential for TAs to follow all policies and meet all job requirements. If you have difficulty meeting job requirements, you will meet with administrators to discuss a plan of action for the remainder of the semester. Additionally, you will schedule times to come to the office and complete job requirements (e.g. grading, teaching reflection, practicing) under administrator supervision.
13. As a BSC1005L TA, you may elect to add the following:
  - a. **BSC4941 (Internship):** Earn up to 2 credit hours/semester that can be applied to the major. A maximum of 4 credit hours can be applied to the major. This course is S/U graded. See Dr. Kraft for internship responsibilities.
  - b. **BSC4945 (Supervised Teaching):** Earn 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. See Dr. Kraft for responsibilities.
  - c. **\*\*Any combination of these courses can only add up to 2 credits maximum in a semester.**