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DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

Building 232—PHONE: 893-5675

<http://www.chem.ucsb.edu>

College of Letters and Science

University of California, Santa Barbara

General Chemistry TA Schedule Request Form - Spring 2011

Name: Al K. Line Cell Phone: 805-555-5555

1) **Provide Your Availability:** Use the following chart to indicate when you have degree requirement *classes, group meetings, or seminars*. Crossing out a space without an indication of why you are crossing this space out is not acceptable and you may be scheduled to teach if no reason is given.

2) **Provide Your Preferences:** Indicate “1 preference”, “2 preference” and “3 preference” in the time slots so I can try to accommodate you. *If you are teaching two lab sections (please assume you are teaching two sections unless otherwise noted) indicate “1st preference”, “2 preference” and “3 preference” in two time slots each.* See sample for clarification.

3) **Absences:** Teaching Assistants who will miss lab for any reason during the quarter *must submit an Absence Approval Request Form with the appropriate approvals to the Staff Graduate Program Advisor at least one week prior to the start of the quarter.* All TAs must be present on the first day of instruction, regardless of scheduling teaching times.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8-12 AM	NO LABS	Chem 499	NO LABS	Chem 499	NO LABS
12-1 PM					
Afternoon 1-5 PM	1 st Preference	2 nd Preference	1 st Preference	2 nd Preference	Seminar
5-6 PM					
Evening 6-10 PM		Group Meeting	3 rd Preference	3 rd Preference	NO LABS

Complete this form and return it to Mallarie via email (stevens@chem.ucsb.edu) or in person (“Mallarie’s Inbox” - 1001, Bldg. 232). Refer to GOLD on-line at <https://my.sa.ucsb.edu/gold/login.aspx> for the complete schedule.

Important Quarter Dates: Spring 2011

First Day of Instruction: March 28, 2011

Undergraduate Add Deadline: April 15, 2011

Undergraduate Drop Deadline: April 22, 2011

Last Day of Instruction: June 10, 2011