

TEACHING ASSISTANT DUTIES AND RESPONSIBILITIES DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY	
INSTRUCTION	Classes must be conducted in accordance with the instructions of the faculty member in charge of the course.
CLASS SCHEDULE	Assigned classes and laboratories must meet at the approved time and place. Any schedule change requires approval from the faculty member in charge of the course. <b>Under no circumstances are you allowed to cancel lab.</b>
ABSENCE	In case of EMERGENCY, when the TA is unable to attend an assigned laboratory session, the faculty member in charge of the class must be contacted before the scheduled class.
SEXUAL HARASSMENT	The Department Chair and the faculty member in charge of the course or laboratory must be informed about any incident involving intimidation, harassment or interference with the conduct of the class or laboratory.
DUTIES	<p>Duties for 50% TA support are based on a twenty-hour workweek. Each TA will be responsible for:</p> <p><b>INSTRUCTION</b> of two laboratory sections (4 hours per lab). A quiz is given at the start of each lab section, followed by a review of the pre-lab questions that students need help with and a 15-20 minute lecture on concepts, the experimental apparatus, safety issues and technical points to allow students to complete the lab efficiently. Make sure students keep equipment, lockers and lab benches clean.</p> <p><b>CHECK-OUT:</b> Students must clean their bins and glassware before they check-out of the lab. Missing equipment or glassware must be replaced.</p> <p><b>GRADING</b> of all laboratory reports and quizzes on a weekly basis and any grading of laboratory and/or lecture examinations associated with the lab and lecture course exams.</p> <p><b>OFFICE HOURS</b> held two hours per week; one hour in the TA office and the other may be at the end of the lab session to give students the opportunity to do the calculations before leaving the laboratory.</p> <p>Attend weekly TA meeting to discuss implementation of labs, grading policies and possible problems associated with the lab.</p> <p><b>EMAIL: Check your email everyday.</b></p>
SAFETY	Ensure the safety of students (enforce the use of safety glasses, etc.), cleanliness of the laboratory, and the proper handling of all chemicals and waste.
EMERGENCY	Be familiar with Departmental and Campus Emergency Evacuation Plan and be responsible for safe evacuation of laboratories as necessary.

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STUDENT ABSENCE	<p>If a student misses lab without a valid excuse, they will receive a zero for that lab.</p> <p>Every week, chemicals and equipment are provided for a specific experiment. There are NO make-up labs unless the student is able to attend the TA's section later in the week or attend another TA's section. To attend another lab, prior arrangements must be made, and the TA must sign their make-up lab.</p> <p>In cases where a student attendance is <b>required</b> at a University-sponsored event (field trips, sports, etc.), a student can attend another TA's section during a given week. Prior arrangements must be made, and a letter from their professor or coach must verify their required absence on the day of the scheduled lab section.</p> <p>If a student misses lab with a valid excuse and is unable to attend a lab at a different time during the week, please give them data for the experiment and have them write up the lab and answer all the Pre-lab and Review Questions. This will help them prepare for the comprehensive lab final at the end of the quarter.</p> <p>A second lab missed will require the student to drop the course except under EXTREME circumstances. In this case students must see the instructor of the course.</p>
COURSE MATERIAL	<p>The TA is expected to prepare and understand the material covered in both the lab and the associated lecture course. A text, study guide, complete solutions manual and a course syllabus is provided.</p> <p>Assigned problems are indicated on the back of the syllabus. It is highly recommended that the TA work the problems to review the material. Attending lecture may also be valuable.</p>
PROBLEM SOLVING	<p>Learning to solve Chemistry problems requires students to work the problems themselves. Watching others (e.g. instructors, tutors or other students) work problems or reading the solutions in the solution manual is no substitute for working the problems themselves. They must go through the reasoning process until they understand each type of problem. Sufficient practice is important.</p> <p>Time spent struggling with problems gives students the opportunity to learn how to approach solving problems. The study guide may be helpful for students. Encourage students to ask questions.</p> <p>To help students understand problems, answer their questions by asking questions. <b>Do not work out the problem for them.</b> Listening to students discuss chemistry is very important. In order for students to learn chemistry and solve problems, they need to do most of the talking when they interact with you.</p>

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EVALUATIONS	<p>TAs are evaluated by their students at the end of each quarter and twice during their first quarter.</p> <p>Mid-quarter evaluations are important to give the TA time to respond immediately to problem areas or student concerns. The evaluations are anonymous. Students need to know that you really want to do the best you can to help them be successful in the lab. This gives students an opportunity to tell you what they need and what you can do as a TA to help them succeed. If you show your students that you care about them, your students will study, work hard and succeed. The main goal as a TA is for you to show your enthusiasm for the subject and motivate students to work.</p> <p>At the end of the quarter, a student in the lab collects TA evaluations. Evaluations are turned in to Mallarie Stevens in the chemistry department office. Envelopes will be provided. For evening labs, evaluations are handed in at the ground floor stockroom window, PSBN 1642 or placed in a mailbox (labeled "TA Evaluations") in the corridor on the first floor by the stockroom window.</p> <p>It is important to inform students that TAs do not have access to the evaluations until after the quarter ends and grades are turned in.</p> <p>The end of the quarter evaluation is included in the TA's file.</p>
VIDEO TAPING	<p>TAs are required to be video taped once during the first quarter of teaching. TAs view the video tape with another graduate student and write a critical analysis of their performance.</p> <p>At the start of the quarter, sign up to be videotaped at the following link.  <a href="http://tataperequest.apps.id.ucsb.edu/">http://tataperequest.apps.id.ucsb.edu/</a></p> <p>After you are video-taped, view your tape with another TA and discuss your lecture. <b>The TA who gave the lecture begins by discussing how he/she feels about their lecture;</b> discuss what he/she liked about their presentation and why; discuss aspects of their lecture that need work; what they may try in future lectures to improve.</p> <p>If you would like to be video taped a second time, or at any time in the future, feel free to make an appointment by calling ext. 4346. <a href="mailto:tavideo@id.ucsb.edu">tavideo@id.ucsb.edu</a></p>
HELP	<p>For questions or help, please feel free to come by my office, email or call at any time. Office: PSBN 3670 B  Phone: Ext. 5512  563-0221 (Evenings before 10 PM)  Email: <a href="mailto:petra@chem.ucsb.edu">petra@chem.ucsb.edu</a></p>

## Teaching Chemistry Labs

### SAFETY

Know emergency procedures

Locate:           Emergency exits / meeting points  
                      Safety shower, eye wash, fire extinguisher

Always wear safety glasses

Wear gloves when appropriate

No smoking, eating, or drinking in the lab

No short shorts, tank tops, or open-toed shoes

### LAB GUIDELINES

Always wear safety glasses

Never leave students unattended

Nothing goes down the drain

Deposit all waste in appropriate waste containers

### TA REMINDERS

Be prepared

Grade and return lab reports and quizzes every week

    Discuss the answers to quiz questions immediately after students take the quiz.

    Do NOT hand out answers to any questions in the lab manual.

Attend your TA office hour every week

Know how to get your students' attention

Lay the ground rules the first day of lab

Lead by example (wear your safety glasses)

### PRE-LAB LECTURE

Introduce the experiment: explain what will be measured and how.

Demonstrate new equipment/procedures

Point out ways to make the experiment work more efficiently

Note special safety / waste considerations

Review Goals for the day

Note any upcoming deadlines