BISC 206 & 207 Teaching Assistant Guidelines

1. Everyone must follow the “BISC 206 & 207 Laboratory Policies” as listed. You are responsible for ensuring that students adhere to the policies. Here are some additional considerations to follow:
   a. It is OK for students to take photographs of models or specimens during lab.
   b. Please, no tape of any kind on the cabinets.

2. Laboratory keys (rooms 501, 500, & 508A), cabinet keys, and lab manuals have been distributed to you, and must be returned prior to submitting your final time sheet for the semester.
   a. The laboratory must remain locked unless you are in the room. No students are allowed in the lab without the presence of a TA or myself.
   b. Laboratory cabinets must remain locked unless you are obtaining an item from a cabinet.

3. You have been added to the BlackBoard as a teaching assistant for this course. You are responsible for developing and giving a weekly quiz (10pts, taken by each student); administering a weekly in-class assignment (“ICA”, 10pts, one submission per student group); grading quizzes, ICAs, and lab practicals; and entering grades each week. If you fall behind entering your grades, I will not sign your time sheet until the grades are entered.
   a. DO NOT offer extra credit on a quiz or ICA without talking to me first. Part of my role is to make sure that all students across all sections are being assessed under the same conditions.
   b. If you accidentally change a setting in BlackBoard (and don’t know how to fix it), let me know ASAP so I can correct the setting.
   c. Do not post documents to BlackBoard without consulting me. I ask this of you to ensure that students across all lab sections are receiving the same lab experience.
   d. Instructions for using the SMART monitor are located in BlackBoard under “Laboratory Information” and are in PDF format.
   e. Time sheets are submitted every two weeks. Kim Byrd sends a mass email when time sheets are due. On your time sheet include your in-class, prep, TA meeting, and grading hours (up to 8-10 hours per week for 1 lab session)

4. You will be expected to aid in proctoring of lecture quizzes and exams (3-4 TAs will be needed as proctors) and signing up to be in the lab for a weekly open lab session. We will have an open lab on Friday afternoons (1-3 pm) with 1 TA needed for each week. We will set the schedule for proctoring and open labs 1-2 weeks in advance.

5. Lab Practicals:
   a. We will set up for the lab practicals during our weekly TA meeting. Only low-residue tape is allowed on the models or tables.
   b. Do not change a question or answer without contacting me.
   c. There will be additional prep at the beginning of each successive day of labs to “re-set” the practical. Help will be needed for this activity.
   d. No study guides are to be distributed to the students as the NTK sheets are the study guides.
   e. Students with ADA accommodations can take the practical in a different session (more info on this later). If a student submits an ADA form to you from the disabilities office, please make a copy for me.

6. Professional conduct:
   a. Conduct yourself professionally when interacting with students. Be friendly but don’t feel the need to be their friend.
b. Students will likely try to ‘pull the wool over your eyes’ for any number of reasons by saying, ‘but Dr. Britson said…’ I will never tell the students anything without telling you first. All you need to say is, ‘let me check with Dr. Britson.’

c. I don’t enforce a dress code because I hate them. However, it does help establish your authority in the classroom to dress better than the students.

d. You will have a mailbox in room 219. Students may submit papers to you by using the mailbox. Additionally, hard copies of department documents are placed in your mailbox.

7. Student attendance:
   a. If a student misses a lab and wants to make up the lab by attending your section, they must ask first. Even if they ask when they walk in the door, they do need to ask and inform you in advance.
   b. If one of your students tells you that they will miss a lab (with a justifiable reason, see syllabus), inform them that they need to contact the TA of the lab section for the makeup work.
   c. If a student misses a lab and cannot make up the lab by attending another section, allow them to take a makeup quiz (1 essay question, medium to high level of difficulty) outside of class. They will have to take a “0” on the in-class activity.
   d. Flu policy (as needed per university announcements): if a student says that they are out with the flu, we will use a modified absence policy. Students will be allowed to makeup the quiz and the average of the in-class assignments will be used for that ICA grade. This policy is to be used only if a student says they are out with the flu.

8. A lot must be accomplished in a short time for a typical schedule for a lab session. Each session will involve:
   a. Administration of the quiz.
   b. A short introduction to the lab presented by you.
      i. Your introduction is NOT a mini-lecture. You will be describing what students need to accomplish during the lab (we will be covering these points during our weekly TA meetings); the models, specimens, etc. they will be working with; procedures they will need to follow; and any safety protocols as appropriate.
   c. The remainder of the lab is spent working with the materials (models and specimens) or conducting experiments. During the lab I expect you to speak with each student group and ask/answer questions.
   d. **Verify that student groups have cleaned their workstation prior to submitting their ICA assignment.**

9. Safety considerations:
   a. The TA for the last lab section of the day must check that all lab cabinets and the lab rooms are locked before leaving the building. Double-check that you cannot push open the locked room door before leaving. Humidity changes have caused the door to swell/shrink and it has occasionally not engaged with the strike plate. The projector and CPUs go into ‘sleep mode’ automatically. If we were working with dissection specimens, used specimens must be bagged and placed in the refrigerator until disposal.
   b. Enter the following numbers in your cell phone for easy use:
      i. UPD, non-emergency 662-195-7234
      ii. UPD, emergency 662-915-4911
   c. It is good policy to keep the lab door closed and locked while class is in session. I will explain more about this at our first TA meeting.