

Teaching Assistant Job Descriptions Chemistry 2100, 2211 and 2212

EXPERIMENT PREP (3 hrs/week/course)

Lab preparation duties include:

- Preparing solutions and reagents needed for a given experiment
- Ensuring the required materials (pipets, gloves, filter paper, etc.) are present in the labs and are sufficient enough for the number of students performing the experiment for the entire week
- Preparing properly labeled waste bottles for the lab.
- Keeping the labs in a general state of order and cleanliness.
- Removing all materials specific for that experiment and replacing them in the proper location in the prep room.

LAB MONITORING (3 hrs/week/section)

Lab monitoring duties include:

- Presence in the lab during the entire lab period.
- Performing the prelab briefing for the students.
- Understanding of the experiment being performed.
- Distribution of materials such as handouts.
- Grading of lab reports.
- Prompt return of graded lab reports.
- Keeping the labs in a general state of order and cleanliness.
- Attending regular TA meetings

EXAM GRADING (26 hrs/semester)

Exam grading duties include:

- Showing up on time for their assigned grading.
- Remaining until dismissed.
- Grading in accordance with instructions provided by instructor

EXAM PROCTORING (4 hrs/semester)

Exam proctoring duties include:

- Showing up on time for their assigned proctoring.
- Remaining observant to ensure appropriate student conduct.
- Remaining until dismissed.

CLC TUTORING (2 hrs/week)

CLC tutoring duties include:

- Showing up on time for their assigned tutoring.
- Providing help and instruction (general and organic) to students.
- Remaining for the duration of the scheduled time.
- Collecting lab fees during the first week of class.

LAB GRADING (2 hrs/week)

Lab grading duties include:

- Grading reports, quizzes and lab exams in a prompt and consistent manner.
- Ensuring student grades reflect the quality of work delivered.

LAB PREP (1 hr/week)

Lab prep duties include:

- Making certain you have sufficient knowledge of the techniques, chemistry and safety issues for each experiment.
- Obtaining any handouts needed for the experiment and administering them to the students.