

## General Chemistry Teaching Assistant Job Description

As a graduate student you must balance your time between three areas of responsibility: course work, research and teaching responsibilities. As a teaching assistant, you are employed by The University of Georgia to perform a service. Research and course responsibilities may be given equal priority with teaching responsibilities, but **TEACHING has to be priority one** when TAs are employed to perform a service. Research and course requirements may not be given higher priority than teaching responsibilities.

### A. 4/9<sup>th</sup> TA

- A ninth constitutes 4.5 hours of work per week. A 4/9 TA will work a total of 18 hours per week.
- Teach 3 labs per semester (labs are 3 hours in duration) for a total of 9 contact hours per week. TAs are generally assigned no more than two different types of lab courses per semester.
  1. Read and prepare for each weekly lab experiment. This process typically requires 20 minutes for each different lab course taught per week.
  2. Prepare and give a 10-15 minute Pre-lab lecture at the beginning of lab. This is an overview of the experiment. New lab techniques and equipment should be demonstrated. Safety Rules must be stressed each week. Preparation for a Pre-Lab lecture generally requires 30-45 minutes per different lab course taught per week.
  3. Monitor and interact with students during the entire lab session. This means circulating throughout the lab section visually monitoring student performances.
  4. Grade Pre-Lab Simulations (PLS) and Lab Reports weekly, return to students the following week. This process typically requires 1-1.5 hours per week per lab section.
- Proctor 6 hours of lecture exams every 4<sup>th</sup> week of the semester (a total of 18 hours per semester) and proctor a 3 hour final examination. Dr. Atwood and Joel Caughran schedule proctoring assignments for computerized testing in the learning center.
- Schedule and work 2 hours per week in the chemistry learning center (CLC). This entails one on one tutoring of students in all areas of chemistry (general, organic, analytical, etc).

### B. Less than 4/9<sup>th</sup> TA

- Some combination of teaching labs, proctoring, and CLC hours depending on TA needed. These assignments are made at Dr. Stanton's discretion.

### C. Prep Crew

- Certain TAs will be selected by Dr. Stanton to serve as prep crew members. Prep Crew assignments constitute the entire 4/9<sup>th</sup> work load of a TA. The prep crew meets with Dr. Stanton each week for 2 hours for planning purposes of that week's experiments. These individuals prepare all chemicals and waste containers for each week's experiment. They place TA reagent pans and waste containers in the lab rooms at the beginning of each week, they pick up reagent pans and waste containers at the end of the week. Prep crew members consolidate all waste in the general chemistry satellite waste site. They perform experiments in advance of students to ensure that all experiments work properly. They perform experiments in anticipation of said experiments being incorporated into the lab program. They are responsible for maintenance of all general chemistry lab equipment. They set up lab equipment in the lab rooms when needed, and return lab equipment to the storage room when it is not in use.

### D. Staff Meetings

- Staff meetings will be scheduled at Dr. Stanton's discretion. Staff meetings are 1 hour per week maximum.

### E. Lab Fee Collection

- TAs will work 2 hours the first week of each semester in the Chemistry Learning Center collecting student lab fees. Labs will not meet the first week of the Fall and Spring semester.