

Department Resources - Instructional & Laboratory Services - Instructional: Guide for the Teaching Assistant (TA)

See [Guide for the Instructor](#) for instruction information

INTRODUCTION: Teaching Assistants need to:

- Know what instructors require in classes and grading sessions
- Know the academic material,
- Be willing and able to communicate with the students
- Conduct safe and effective lab and quiz sections and grade student results.

TA ASSIGNMENTS: Before classes begin, graduate student appointees are assigned to the various TA positions required that quarter. These assignments are posted on the bulletin board outside Bagley 154 and on the Department Website. TAs should arrive at the laboratory before the scheduled hours to make sure all reagents and equipment necessary for the days experiment are in the lab and to examine safety equipment. Master keys to student desk padlocks are obtained from Bagley 271. Under no circumstances should the master key be loaned to students.

TAs for Labs MUST see the Health & Safety section for safety and hazard information.

Chemistry 145, 155, 321, and 426 TAs receive materials/instructions in Bagley 133D.

Chemistry 461 TAs receive special materials and instructions in Bagley 333.

Instructions for Chemistry 220, 241, 242, 346, 347, and 462 will be provided in CHB 108.

TAs for other lab courses should consult Instructional & Laboratory Services (Bagley 294/292) for instruction information.

Materials such as textbooks, solution manuals and study guides are in Bagley 294/292.

Unknowns are obtained from CHB 104 for organic laboratories.

EQUIPMENT AND MATERIALS COMMONLY USED BY TAs

| <i>ITEM</i> | <i>ROOM</i> |
|--|-------------|
| Lab supplies for undergraduate instructors | 271 BAG |
| Overhead transparencies | 171 BAG |
| Stationary supplies | 171 BAG |
| Textbooks, solution manuals, study guides | 195 BAG |
| Visual aids | 171 BAG |
| Chemical Unknowns | 104 CHB |
| Supplies for Chemistry 242, 347 and 463 | 104 CHB |

GENERAL RESPONSIBILITIES OF A TA

TA ATTENDANCE: TAs are required to be present for their assignment for the entire quarter. This may include TA meetings, quiz sections, laboratory meetings, grading sessions, and proctoring sessions. If the TA has an emergency that prevents attendance for any part of the assignment, the TA must notify the instructor of the course, Instructional & Laboratory Services, and find a suitable replacement.

TA EVALUATIONS: Each quarter, graduate students serving as teaching assistants must be evaluated. Results of the evaluation are provided to the student and the Chair of the department.

TA PREPARATION: TAs teaching in general and organic sequences for the first time are expected to audit the lectures. If there is a schedule conflict, contact the Director of Instructional and Laboratory Services (3-8183).

PROCTORING EXAMINATIONS: Proctoring duty will be assigned by the instructor. Inappropriate student behavior should be brought to the attention of the instructor immediately.

REGULATIONS: All University and Departmental Safety regulations must be followed. TAs are expected to inform students and enforce all regulations and advise instructors of any problems.

GRADING: Depending on the particular TA assignment given to you, you may be called upon to grade examinations, quizzes, reports, and/or laboratory books. TAs are provided with a Grading Key prepared by the instructor. Grading is to be done under the supervision of the course instructor. It is critically important to keep accurate, up to date records of grading results and to carefully handle and store examination papers. All records should be stored and handled confidentially. Evidence of cheating on examination papers or in laboratory books must be brought to the attention of the course instructor immediately.

PRIVACY ACT: The privacy of student records is protected by Federal Statute. It is unlawful to:

- Post grades that are publicly identifiable by name or other indications.
- Return class work in a public place without written student consent.
- Provisions of the act provide for civil penalties up to several hundred dollars for which the violators are personally liable. (See Guide for the Instructor).

QUIZ SECTION

TA MEETINGS: The course instructor will hold weekly TA meetings to outline the material for upcoming quiz sections. It is vital that TAs attend these. Please check your mailbox and e-mail daily for meeting notices.

If you are unable to attend a meeting or meet with your class, notify the course instructor as soon as possible. TAs may NOT substitute for one another without prior approval of the instructor. It is the TA's responsibility to find an appropriate substitute.

VISUAL AIDS: Blank transparencies and the pens to mark them are also available in Bagley 171. These items can be used to prepare specialized overheads prior to the class meeting.

MEETING THE LABORATORY QUIZ SECTION STUDENTS:

1. Arrive at the quiz section room at least 10 minutes before the bell.
2. Clean the board, check the overhead projector, assemble your notes, check equipment, locate chemicals etc.

If for any reason you cannot meet your class, inform [Instructional & Laboratory Services](#) (BAG 294) and your instructor as soon as possible.

LABORATORY SECTION

SAFETY OVERVIEW: Review the Health & Safety section of this manual so that you remain thoroughly familiar with all procedures and regulations. A Teaching Assistant must be present in the laboratory during appointed hours or must make explicit approved alternate arrangements with the instructor of the course prior to the laboratory period in question (see General Responsibilities of the TA in this manual).

Teaching Assistants assigned to a 100-level lab for the first time are required to attend a weekly lab training session. TAs must thoroughly familiarize themselves with (1) the general safety rules and procedures of the Bagley Hall Safety Committee (see Health & Safety section and Instructional & Laboratory Services/Laboratories of this manual), (2) the potential hazards associated with laboratory work, and (3) the particular safety matters pertaining to that course. The instructor decides what class material is passed on to the students.

You must wear safety goggles and a lab coat in the laboratory and insist that your students do the same.

No open-toed shoes, shorts or short skirts are allowed in the laboratories.

INJURIES IN UNDERGRADUATE LABORATORIES:

MINOR INJURIES:

- Cuts: Visit Bagley 271 for Band-Aids
- Burns: Wash immediately with cold water
- Chemicals on the skin: Rinse immediately with cold water for 15 minutes

If additional medical attention is required, notify the attendant in Room 271

MAJOR INJURIES: There are three main things to remember:

1. During Lab hours, there are staff members in Bagley 271 and 294 to assist you.
2. NEVER leave the victim unattended – Begin first aid immediately. Send someone to Room 271 or the Main Office (109) for help.
3. Never leave your class unattended. If there is another TA in the room, leave him/her in charge while you accompany the victim to the stockroom. If there is no other TA in the room, another student can accompany the victim.

An Accident/Incident Report must be filled out for any accident/incident. The form is obtained on line from the EH&S website, or from Bagley 271 or in the Main Office (Bagley 109), filled out by the TA, and returned to Bagley 271 immediately.

LIABILITY INSURANCE: The following is from the UW Handbook (Vol. IV, Section 13):

Legal liability coverage for personal or bodily injury and property claims is currently in force for all employees of the University. This coverage protects each employee for any act of negligence causing injury to third persons or their property provided the claim arises out of the employee's employment.

Your laboratory students should be urged to purchase insurance to protect themselves against costs incurred from accidents in the laboratory. The University provides no general coverage. Student medical coverage is available during registration. Accident insurance information can be obtained from the [Benefits Office](#), 543 2800.

ALL UNDERGRADUATE CHEMISTRY LABORATORIES: Teaching Assistants should check with [Instructional & Laboratory Services](#) and the course instructor in order to learn the general operating procedures for the laboratory.

TEMPORARY STORAGE: Student's personal belongings are to be placed:

- In the hall lockers.
- On the floor.
- In the cupboards provided.

Items are NOT to be left in the laboratory. Lockers are available on a first-come, first-served basis. Use your own lock. Contents are removed and thrown away at the end of each quarter.

MAKE UP LABORATORY PERIODS: Make up policy is determined each quarter by the course instructor in conjunction with [Instructional & Laboratory Services](#). Teaching Assistants are required to obtain this information at the beginning of each quarter.

CLEANLINESS AND SECURITY: You are responsible for the condition of the laboratory. If the students are not trained to clean desks, sinks, side shelf and hoods, you will have to do so. At the end of each laboratory period make sure water and gas valves in your section are turned off. Do not leave the lab until all the students in your section have left. Get a key from the stockroom (BAG 271) and lock all laboratories promptly at the end of the laboratory period.

Each section is responsible for disposal of chemical wastes in the laboratory. Since waste disposal is part of any chemical laboratory, your students should be taught proper disposal techniques. The following guidelines will take care of most disposal problems.

- If you have a special disposal problem, please consult with staff personnel in Bagley 263, 171, and 133D.
- All waste must be disposed of through Environmental Health & Safety. Consult the Chemical Waste Management Guide in the UW Laboratory Safety manual.

GRADING OF LABORATORY REPORTS AND BOOKS: Check with the course instructor.

CHECK IN AND CHECK OUT PROCEDURES:

Under NO circumstances should a TA assign a laboratory desk to a student. Students are pre-assigned to desks by stockroom personnel. Copies of the assignments are posted outside the laboratories and given to the laboratory instructors prior to the first day of lab. Desk master keys are also located in Bagley 271.

Students should not be allowed to check into a lab section if their names and desk numbers do not appear on your temporary class list, unless he/she has a desk card indicating your section and a desk assignment.

CHECK IN MATERIALS: Pick up check in materials in the stockroom (Bagley 271) before going into the laboratory.

CHECK IN PROCEDURES FOR 100-LEVEL COURSES:

Students are assigned charge numbers, which correspond to stations in the laboratory. Each station has drawers that correspond to individual experiments for the laboratory class.

1. Unlock the appropriate drawer for the experiment of the day.
2. Advise students to check the drawer items against the equipment list in the lab manual.
3. If any items are missing or broken the student must complete a pink slip listing the items.
4. You must verify missing items and sign the pink slip.
5. Send the student to 271.

The student is responsible for any checked out item. If the item is broken or lost the student must purchase a replacement.

During the first twenty minutes of the section, the items will be replaced at no charge to the student. Occasionally some experiments will require materials that must be checked out from the stockroom.

At the end of the lab period, check to make sure the drawer is complete and lock the drawer.

CHECK IN INSTRUCTIONS FOR UNDERGRADUATE LABS 200 LEVEL & ABOVE:

NOTE: Failure to complete these procedures may result in surrender of the lab space.

During the first lab session, unlock desks for students as they arrive in the laboratory. Pass out desk cards and assist students in identifying apparatus.

1. If desk items are missing or broken, fill out a Desk Apparatus Accounting Card (pink slip) for the student to exchange in 271. Excess equipment should be taken to 271.

2. Tell the students to carefully examine each item for cracks and damages. They will be responsible for all items in the drawer, even those they did not use. Do not approve a desk with deficient items. Students will be responsible for missing or broken items when they check out.
3. The desk card must be filled out completely, including Seattle phone number, on the stub end. Caution students to carefully read the contract before signing.
4. After the cards have been filled out and signed, students can take the card to 271. Be sure to warn students that check in is not complete until the desk card has been turned in to 271.

CHECK OUT FOR UNDERGRADUATE LABORATORIES 200 LEVEL & ABOVE:

1. Obtain desk cards from the stockroom.
2. Return desk cards to the students.
3. Items not on the card must be removed. Leave these items in the boxes under the hood.
4. Students must clean and dry all glassware.
5. Any items missing or broken must be purchased at this time. Do not check out the student until this is done.
6. Examine each item for cracks and damages.
7. Do not approve a desk with deficient items.
8. Check the equipment and **DO NOT LEAVE UNTIL ALL DRAWERS ARE LOCKED.**
9. Sign the card and send the student to the Stockroom for final clearance.
10. Check out desks of absent students.

Exact procedures for replacing missing or broken items in these desks will be explained by the stockroom attendant.

REGISTRATION CHANGES FOR UNDERGRADUATES: Students come to you for aid in a variety of subjects not directly related to learning in the classroom or laboratory.

REGISTRATION CHANGES affecting laboratory courses in a given quarter must be referred to Bagley 271. To add, drop, or transfer laboratory sections, students must be processed for laboratory clearance and/or assignment of laboratory space by stockroom personnel.

CURRENT REGISTRATION STATUS of students may be obtained from Bagley 195.

TUTORING: No one who has teaching responsibility in the Department (e.g., tenured and non-tenured faculty, temporary instructors, graduate students, graders, undergraduate TAs, Chemistry 498 students) for our undergraduate or graduate instructional programs can tutor for cash any students in any classes during the quarters in which they have teaching duties.

Should a Departmental teaching assignment result in a tutoring conflict, the tutoring relationship must be discontinued.

Those with teaching responsibilities who volunteer their time to tutor groups or individuals are not subject to the same restrictions.