GTA Assigned Duties and Expectations

1. Attendance on time at weekly lab meetings (where applicable) is mandatory regardless of whether you have taught the lab before. If you are unable to attend a lab meeting, arrange before the lab meeting an alternative time to meet with the lab coordinator prior to the first lab section you teach.

2. Read the pertinent material in the lab manual prior to attending the weekly lab meeting.

3. Show up to your lab section on time and ready to teach a **minimum of 10 minutes** before the lab begins.

4. Prepare appropriate quizzes, assignments, lab reports, practicals, and presentations. These must be graded and returned to the students by the following lab period with the exception of lab reports which must be returned in two weeks. Grades for these items must be entered in your RamCT gradebook (where applicable) by the next time you teach that lab.

5. Maintain a professional demeanor at all times when interacting with students.

6. Interact with students throughout the lab period to ensure the students are grasping the material and properly performing experiments, dissections, etc.

7. Keep the laboratory clean and put materials back in their proper locations for the next lab section. If you have the last lab of the day, there are several additional “clean-up” requirements you should comply with. Make sure you are aware of the requirement for your specific lab.

8. Lock the doors between lab periods and whenever a TA is not present. Doors must be locked at night.

9. Perform additional responsibilities that are specific to the course which may include: proctoring lecture exams, grading lecture exams, etc.

10. Inform the lab coordinator when equipment is not working or materials in lab are running low, BEFORE materials have run out completely. Use only your allotment of lab supplies. Do NOT take supplies from other lab sections.

11. GTA’s teaching 100 level labs must attend the lecture the first semester that the GTA teaches the corresponding labs.

12. If you have any questions or problems, contact the lab coordinator.
We are pleased to have you with us this semester as a Graduate Teaching Assistant (GTA) in the Department of Biology. To help you have the best experience possible in this learning environment, we have provided Assigned Duties and Expectations for GTAs in the Department. You also may receive a supplementary list of responsibilities / expectations for the specific course to which you are assigned.

The Assigned Duties and Expectations are the basis of an evaluation to be completed by your lab coordinator at some point during the semester. The evaluation forms will become part of your permanent record and will be used by the Graduate Committee in evaluating your performance as a GTA.

Failure to perform assigned duties and conform to expectations will result in the following:

- **First offense:** a warning letter will be sent to you and your advisor identifying the specific action or behavior that needs correction.

- **Second offense:** you will be required to meet with the lab coordinator, your advisor, and the assistant chair of the Biology department to discuss how you will improve.

- **Third offense:** you will not be allowed to TA for this department in the future

Print Name____________________________________________________________________________
Signature and Date


