



GUIDE TO BEING A TA IN THE DEPARTMENT OF CMMB

USF and CMMB Policies and Procedures

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CMMB, USF

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III. THE COURSE SYLLABUS

The LC should supply all TAs with a comprehensive syllabus that details all the aspects of the management of the course. The syllabus should include a schedule of laboratories and all assignments as well as attendance policies and grading guidelines. It is essential for the TA to read and understand all the policies that are outlined in the syllabus and to run the course in accordance with the syllabus. It is important that TAs carefully cover the syllabus with the class during the first laboratory section. It is very important to understand that the syllabus is considered the “law” of the course and test dates and grading guidelines should never be changed unless there are extenuating circumstances (such as a lab day due to hurricane or USF is shut down for other reasons). Serious violations from what is specified in the syllabus (such as changing assignment due days or being lax on attendance policies) can be cause for student grievances.

IV. TA RULES TO LIVE BY

There are several key “rules to live by” that can help the TA experience run smoothly.

- A. Always arrive at the lab at 11:40.5(s)ta(ay)

- L. Do not swap lab sections with another TA without approval of the LC

V. DUTIES OF TAs

A. Prep TA

Typically assigned to a veteran TA

The job of the prep TA is to make sure that the lab is prepared for each lab section and that all reagents and equipment are available and functioning. The prep TA should always check the results of the first lab of the week to make sure that all reagents are working and if not, to trouble shoot the problem so that the subsequent labs will not have the same problem. The Prep TA should know when each lab section is occurring and make all efforts to be responsive to needs should they come up during a particular section. This may include visiting the lab over the course of an exercise to make sure that enough reagents/supplies remain for the next lab. This is very important for those courses (Bio I, Gen Micro) where many labs sections are run during the day and there is only 15-20 minutes between lab sections.

Description of Duties

- A) Set up the laboratory prior to each lab.
- B) Make sure that the carboys are filled with ddH₂O and other high use reagents
- C) Prepare, label and aliquot all solutions and reagents needed for each lab.
- D) Where appropriate, confirm that the reagents are correct and functioning properly.
- E) Provide lab coordinator or teaching labs manager with or

typical lab section TA assignment will be two lab sections in the same course. This TA works closely with the students and is responsible for making sure that the scheduled experiments are completed and the students know how to interpret the data and carry out any calculations. It is expected that the lab section TA works well with undergraduates, has patience and is an effective teacher.

Lab Section TA Duties:

- A) Be prepared and knowledgeable about the lab exercise
- B)

are typically resolved by the second class meeting since students may not enroll without consent after

within this timeframe will result in late penalties for any assignments missed due to excused absences. When possible, you may only attend a different lab section with the specific direction from the Lab Coordinator/TA. Laboratories cannot be made up beyond the week that a particular lab is scheduled, and it is not guaranteed that there will be space available to schedule attendance in another lab section. Only documented excused absences are considered for rescheduling.

If you find that you are absent for several classes due to illness or other circumstances, it is recommended that you drop the class. Please be aware that absences due to work obligations are not excusable and will result in unexcused absence point penalties.

Students who anticipate the necessity of being absent from class due to a major religious observance must provide notice of the date(s) to their TA/Instructor, in writing, by the second week of classes. If an exact date for a major religious observance is not known in advance, the student needs to instead provide notice of the anticipated week of the religious observance by the second week of classes.

Late arrival or early departure is disruptive

As a TA for the CMMB department, and a USF employed instructor, all teaching assistants are required to adhere to University policies regarding student privacy. As such, CMMB is adopting the policy that no TA may discuss their students, past or present, in any form. This includes verbally with other people (including other CMMB TAs), or electronically, via the use of email or social networking websites. TAs may discuss concerns regarding student progress, well-being or performance with the LC or other CMMB faculty. Discussion of students among TAs may only occur in a professional setting, such as weekly TA meetings. Any CMMB TA found to be in breach of this policy may have their TA revoked in subsequent semesters.

XV. TAMPA RES

discussed so that you can recall them and bring them up in a subsequent prep meeting. It is imperative that any lab issues be dealt with in a timely manner so that the needs of the student can be addressed during the week in which a particular lab is active (in case they need to attend a different section). In all cases the TA

F. A student is pregnant and afraid to work with specific chemicals. Students are required to wear protective goggles and gloves and to dress appropriately when working with potentially hazardous chemicals. Proper lab attire and personal safety protections should protect students from exposure. However, there is flexibility in dealing with pregnant students when working with chemicals such as ethidium bromide. In most labs students work in pairs, and it is appropriate to allow the lab partner to perform additions of these chemicals as long as the pregnant student observes the procedure. If the student in question refuses to do any work, they should be referred to the LC. Please note that medical decisions regarding the

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