TEACHING ASSISTANT HANDBOOK FOR THE DEPARTMENT OF CHEMISTRY

The UNIVERSITY OF IOWA

Calendar Year 2025-2026

FORWARD

Your acceptance of a Teaching Assistantship in the Department of Chemistry entails a great deal of responsibility on your part. Your performance as an instructor and mentor needs to ensure a quality education and a safe working environment for the undergraduate students in your charge. In return, you will greatly benefit from all aspects of the teaching experience. You will be challenged to deepen your understanding of chemical principles as you present material and respond to questions. Your ability to communicate and explain complex subjects will improve as you develop as an instructor.

Chemistry is fun and affects and gives perspective to our daily lives. Help them to make those connections. The enthusiasm you bring to the classroom or laboratory will be rewarded when you see your students gain insight and become excited about the field of chemistry. **Encourage their curiosities**. **Challenge their logic**. **Transform their fears**. There is a good chance that your current students will someday become engineers, doctors, dentists, pharmacists, chemists, or science educators. The impression you leave as their chemistry instructor can have a huge influence on their career choices so make it a positive, indelible impression.

Welcome to our team! Go Hawks!

Administrator of Undergraduate Instruction

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ACADEMIC YEAR

Fall New TAs:

In Fall semester, new graduate students arrive two weeks early and begin Graduate Chemistry Orientation before regular classes start.

Academic Year:

The University of Iowa academic calendar and TA employment contract runs from three working days before the start of classes **through the last day of finals each semester**. All absences during this period must be approved except during the holiday periods noted below.

Required responsibilities when there are no classes:

Three days before the start of classes, for both the fall and spring semesters, there will be meetings, training, and instructional preparation activities. Attendance during this time is mandatory and any absences will be unpaid unless previous arrangements are approved by the department.

Holidays from teaching duties:

Labor Day:	September 1
Fall Break:	November 24-28
Winter Break:	December 24-January 13
Martin Luther King, Jr. Day:	January 19
Spring Break:	March 16-20
Memorial Day:	May 25
Independence Day:	July 4

IMPORTANT PHONE NUMBERS:

ADMINISTRATOR OF UNDERGRADUATE INSTRUCTION [Instructional Services Manager]

Dominic Frisbie	W439 CB	5-1170

LAB MANAGERIAL STAFF [Coordinator/Specialist/Manager] chemistry-preproom@uiowa.edu

TBD	W344 CB	7-4481	Binaya Shrestha/Adj	W441 CB	3-2294
Sarah DiLorenzo	W444B CB	7-4267			

PAYROLL/EMPLOYMENT:

Lindsay Elliott	E331 CB	5-0200

CHEMISTRY CENTER: (chemistry-center@uiowa.edu)

Matt Larson	E225 CB	7-1480	Adam Page	E225 CB	5-7962

ADMINISTRATIVE OFFICES: (chem-admin@uiowa.edu)

Renée Cole, Chair	E331 CB	5-1350			
Shonda Monette	E331 CB	5-1351	Rachel Franke	E331 CB	5-1350

DEPARTMENT INSTRUCTIONAL SPACES & FACILITIES

Location	Name	Type
W207	Study Commons	TA Office Hrs Space, Study Area
W215	Study Commons	TA Office Hrs Space, Study Area
E225	Chemistry Center	UG Service Center
W234	Cobalt Lounge	UG Majors Reading Room
W234A	Inside Cobalt Lounge	One Button Studio (OBS)
W238	Computer Lab	Computer Lab
W244	Collaboration Room	Teaching & Collab Area
W258	Discussion Room	Discussion Teaching Room
2nd floor West	Neon Pod	Study Area
2nd floor North	Argon Pod	Study Area
2nd floor Center	Xenon Pod	Study Area
2nd floor East	Krypton Pod	Study Area
E324, W328, E340, E364, W368	Principles Teaching Labs	Teaching Labs
W344	Prep Room	Main Teaching Labs Preparation Facility
W343	Satellite Case Study & Outreach Facility	Satellite Teaching Labs Preparation Facility
E414	Inorganic/Synthesis & Measurements Lab	Advanced Teaching Lab
E425	Majors Satellite Computer Lab	Computer Lab
E424, W428, E440, E464, W468	Organic & Advanced Teaching Labs	Teaching Labs
W444	Teaching Labs Center Core	Core Facility
W444D	Instructional NMR	NMR Facility

ABSENCES

An initial notice of the dates, times, and locations of TA teaching and proctoring assignments will be given out at the beginning of the semester. Proctoring schedule for finals will be sent out near midterm. It is the responsibility of the TA to record these dates and fulfill the assignment. **Do not schedule any appointments that conflict with assigned teaching and proctoring assignments.** Teaching Assistants are professionals and, as such, are expected to fulfill all assigned responsibilities. Unexcused absences will result in corrective action and written notification to the PI and in the TA personnel file.

Report, via email, any anticipated absence, conflict, or tardiness to the Chemistry Center, Administrator of Instruction, and the instructor in charge of the course, ASAP, but no later than 8:05AM on that day. The TA must make arrangements for a substitute in these situations. Once reported, and substitutes in place, complete the Absence Request Form on the Chemistry Department website.

In the event of an illness, every TA has paid sick leave and, thus, is released from teaching duties for that day and will not be required to make up the missed time on an hour for hour basis. While relieved of specific activities for that day, the TA continues to have the responsibilities that are part of their overall teaching assignment. For example, if a TA misses a class, they may still need to make sure that the course material was adequately covered in their absence. The TA will not be asked to make up class time due to illness or unavoidable absence but will still be expected to **do their part to ensure that course goals are being met and that student learning is not negatively impacted as a result**. Teaching Assistants are an integral component of instruction in the undergraduate curriculum and so planned absences should only be scheduled during unassigned, non-course scheduled, normal holiday or break times. When an absence is anticipated from any assigned duty, such as discussion, office hours, proctoring, grading, etc., follow the procedure outlined below.

ABSENCE PROTOCOL

Illness/Tardiness:

An absence due to illness is considered **sick leave**. All graduate assistants with at least a semester appointment shall be **allowed 6.75 days of leave due to illness per semester** without pay deduction. A TA is expected to minimize the impact of their absence on the learning experience of student(s) by making sure that delivery of course material and completion of curricular tasks proceeds with minimal disruption.

When absences or tardiness are unavoidable it is the responsibility of the graduate teaching assistant to do the following:

- **Notify**, via email, the Chemistry Center, Administrator of Instruction, and the course instructor.
- Make every effort to **arrange for substitute(s)**.
    - Substitutes must be currently employed by the Department of Chemistry.
    - First choice is a TA already teaching that particular course. Second choice is a current TA teaching another course but familiar with the relevant material. Last resort is an RA who has previous experience teaching the course.
    - If a substitute cannot be arranged, the TA should inform the Administrator of Instruction immediately.

- Once substitutes are found, immediately follow up by **filling out the online Absence Request/Report Form** to provide specific information on missed assignments (dates, times, locations) and replacements.
  - Acknowledgement of receipt of the report will be made via email by the Administrator of Instruction although an autoreply is sent.
  - Prior to filling out the form, confirm trading of teaching assignments to accommodate any absence with the Administrator of Instruction.
  - If the TA is absent for five or more working days or admitted to a hospital, a doctor's release must be submitted to the Administrator of Instruction before returning to work.

Paid Leave:

All graduate assistants with at least an academic year appointment shall be allowed **5 days of paid leave per semester**. A planned absence must be pre-approved and is granted at the discretion of the department. The absence must not interrupt the operation of the Department of Chemistry. Instruction must be available for all scheduled sections even when the instructor cannot be there.

Planned absences include professional meetings, personal, or academic reasons for missing scheduled duties such as teaching sections, meetings, office hours, proctoring, etc.

For Teaching Assistants, the following protocol will be followed:

- Discuss planned absence with course instructor and the Admin of Instruction. Ensure communication is documented.
- Make every effort to arrange for substitute(s).
  - Substitutes must be currently employed by the Department of Chemistry.
    - First choice is a TA already teaching that particular course. Second choice is a current TA teaching another course but familiar with the relevant material. Last resort is an RA who has previous experience teaching the course.
  - If a substitute cannot be arranged, the TA should inform the Administrator of Instruction immediately.
- At least five business days prior to leaving campus, submit request via the online Absence Request/Report Form to provide specific information on missed assignments (dates, times, locations) and replacements.
- Approval/Denial of the request will be made via email by the Administrator of Instruction.
  - Teaching Assistants must be present to teach if they have not received an approved request for absence.
  - Teaching Assistants may not trade teaching assignments to accommodate any absence without the explicit consent of the Administrator of Instruction.

GRADUATE TEACHING ASSISTANT JOB DESCRIPTION

Summary

Assist in the instruction of undergraduate students in Department of Chemistry courses under the supervision of faculty and professional staff. Graduate teaching assistants **must be enrolled in a graduate program** and **registered in the semester of the teaching assignment** at the University of Iowa.

Required Abilities

- Oral Expression/Speech Clarity — The ability to orally communicate information and ideas in a clear and understandable manner.
- Oral Comprehension — The ability to listen and comprehend information and ideas presented orally.
- Written Expression — The ability to communicate information and ideas in writing in a clear and understandable manner.
- Written Comprehension — The ability to read and comprehend information and ideas presented in a written form.

Work Related Skills

- Instructing — Teaching others how to do something new.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to various problems.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting when inappropriate.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Technical Competency – Using and training in the use of computers, scientific equipment and instrumentation. Understanding the theory behind the use of scientific equipment and instrumentation.

Work Related Activities

- Training and Teaching— Identifying the educational needs of others, developing formal educational or training materials or classes, and teaching or instructing others.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, via email, or in person.
- Gathering Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others and maintaining them over time.
- Judging the Qualities of Things, Services, or People — Assessing the value, importance, or quality of things or people.
- Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Tasks

- Evaluate and grade examinations, assignments, and papers, and keep detailed records of grades.
- Lead discussion sections, tutorials, and laboratory sections.
- Assist in teaching undergraduate level courses.
- Assist in the development of teaching materials such as syllabi, visual aids, answer keys, supplementary notes, practice questions and exams
- Assist in the maintaining and updating course websites in ICON.
- Attend lectures given by the instructor in their assigned course.
- Complete laboratory practices, projects and/or homework assignments prior to teaching/explaining them to students
- Assist with any needed modifications that can be implemented, questions to be answered, and knowledgeable presentations pto be made.
- Distribute class materials as appropriate (e.g. via ICON or hardcopy).
- Demonstrate use of laboratory equipment and instrumentation, enforce laboratory safety rules and follow safety regulations and compliances.
- Inform students of the procedures for completing and submitting class work such as lab reports and homework assignments.
- Meet with supervisors to discuss course objectives, student grades, complete required grading-related paperwork, prepare for teaching assignments, and provide feedback to the instructors on student concerns and other aspects of course delivery.
- Assist with instructional support tasks (i.e., proctoring, cleaning, sanitizing, etc.) as needed.

AY General Time Allocation [20 hours of work per week averaged over the 16 weeks]

	Laboratory Leader	Discussion Leader	Grader
Group Preparation	Attend instructor lecture; 1-1.33 hr/wk	Attend instructor lecture; 3 hrs/wk	Attend instructor lecture; 1-3 hrs/wk
Meeting with Instructor	Meet with instructor; 1 hr/wk	Meet with instructor; 1.5 hr/wk	Meet with instructor; 0-1 hr/wk
Individual Preparation	Review procedures & conduct each experiment; 2-3 hrs/wk	Review content and assigned problems; 1-3 hrs/wk	Review content and assignments; 0-2 hrs/wk
Preliminary Assessment	Prepare quiz or questions for quiz; 1 hr/wk	---	---
Student Contact	2 section-meetings / week; 6 hrs/wk	4-6 section-meetings / week; 4-6 hrs/wk	---
In-class duties	Maintain safe environment Maintain order & schedule One-on-one help	Facilitate understanding of chemistry concepts, work problems, presentation of material	As requested by instructor, e.g. consolidate class notes Facilitate Case Study 0-8 hrs/wk
Post Assessment	Grade lab quizzes or reports; 1-5 hrs/wk	Grade student homework; 0-4 hrs/wk	Grade lab reports, quizzes, homework, and/or exams; 10-12 hrs/wk
Instructional Support	As Assigned; 0.5 hr/wk	As Assigned; 0.5 hr/wk	As Assigned; 0.5 hr/wk
Office Hours	2 hrs/wk	2 hrs/wk	0-2 hrs/wk
Proctoring / Grading	Proctor and Grade lecture course exams; 1 hr/wk	Proctor and Grade lecture course exams; 1-3 hrs/wk	Proctor and Grade lecture course exams; 2 hrs/wk

Summer General Time Allocation [20 hours of work per week averaged over the 8 weeks]

There are exceptions that must be made for CHEM:1110 & CHEM:1120 due to teaching both lab and disc.

	Laboratory Leader	Discussion Leader	Lab Grader
Group Preparation	Attend instructor lecture; 2 hr/wk	Attend instructor lecture; 5-6 hrs/wk	Attend instructor lecture; 2 hrs/wk
Meeting with Instructor	Meet with instructor; 0.5-1 hr/wk	Meet with instructor; 1-2 hr/wk	Meet with instructor; 0-1 hr/wk
Individual Preparation	Review procedures & conduct each experiment; 2-3 hrs/wk	Review content and assigned problems; 1-3 hrs/wk	Review content and assignments; 0-2 hrs/wk
Preliminary Assessment	Prepare quiz or questions for quiz; 0-1 hr/wk	---	---
Student Contact	1-2 section-meetings / week; 3-12 hrs/wk	1-2 section-meetings / week; 2-4 hrs/wk	---
In-class duties	Maintain safe environment Maintain order & schedule One-on-one help	Facilitate understanding of chemistry concepts, work problems, presentation of material	As requested by instructor, e.g. consolidate class notes Run NMR samples 0-2 hrs/wk
Post Assessment	Grade lab quizzes or reports; 1-5 hrs/wk	Grade student homework; 0-4 hrs/wk	Grade lab reports, quizzes, homework, and/or exams; 4-8 hrs/wk
Instructional Support	As Assigned; 0.5 hr/wk	As Assigned; 0.5 hr/wk	As Assigned; 0.5 hr/wk
Office Hours	2 hrs/wk	2 hrs/wk	0-2 hrs/wk
Proctoring / Grading	Proctor and Grade lecture course exams; 1-3 hr/wk	Proctor and Grade lecture course exams; 1-3 hrs/wk	Proctor and Grade lecture course exams; 0-2 hrs/wk

RESPONSIBILITIES

Each TA will have a primary teaching assignment and a few associated, secondary responsibilities. The secondary responsibilities are as important as the primary duties for the smooth operation of the teaching mission and should be taken equally seriously. The secondary responsibilities may not be directly associated with the assigned course and may be supervised by other staff and instructors. The specific tasks for the primary teaching assignment and the approximate time allocation that will be necessary will be provided at the beginning of each semester. Note that the expected 20 hours of work per week represents an average over the course of the semester; the actual time necessary to complete assigned tasks can vary greatly from week to week.

PRIMARY ASSIGNMENTS

Leading **Discussion Sections**, **Laboratory Sections**, or **Grading** in a course under the direction of an instructor constitutes the primary assignment. Holding **office hours** for students in the assigned course is part of the primary assignment. Consult the Chemistry Center when choosing times for office hours. All TAs are expected to attend weekly **TA meetings** and **Lectures/Case Studies**. Laboratory TAs are expected to **perform the laboratory experiments** in advance of students doing the experiment.

SECONDARY ASSIGNMENTS

Proctoring: Nearly all TAs are expected to proctor exams that may not be in the course they are assigned. Such assistance is required as exams in some large enrollment courses necessitate more proctors than the number of TAs assigned to that course. The Chemistry Center staff will arrange the proctoring assignments.

Grading: Many TAs are given grading assignments in courses other than that of their primary assignment. For example, organic laboratory TAs are asked to grade organic lecture examinations. Chemistry Center staff will make the requisite assignments and instructors in the lecture courses will supervise the grading sessions.

Other Duties: All TAs are expected to participate in instructional support activities each semester. These assignments will be coordinated by the Administrator of Instruction or course instructor and may or may not be directly associated with the primary assignment. Potential assignments include course development, additional proctoring/grading, additional office hours, supplemental review sessions, or residence hall tutoring.

Each of the above responsibilities is described in greater detail in the following sections of the handbook.

BASIC RULES AND GUIDELINES

LECTURE CLASSES - DISCUSSION

Attendance at lecture sections is mandatory for the TA. The TA must be aware of the material presented in lecture and the conventions used in order to competently discuss and present the relevant topics during the discussion section. If there is an absence, the TA should contact the instructor to receive relevant and vital information to be presented in discussion.

Undergraduate students in the large lecture courses are scheduled to attend three lectures, given by the course instructors, and one discussion section per week. Teaching Assistants are responsible for supervising the discussion sections. Each TA will be **assigned between 1 and 7 discussion sections**, depending upon additional TA responsibilities in the course. A discussion section typically consists of approximately 24-36 students.

Attendance at discussion sections is mandatory for the TA. **Cancellations and adjustments to the schedule are not allowed.** The TA must be present during the entire scheduled discussion period (50 minutes).

Discussion TAs are required to hold regularly **scheduled office hours (2 hours per week)**. Consult the separate section in this handbook on the procedures for office hours. The instructors will also hold **required weekly TA meetings** to discuss course material for the coming week, go over teaching strategies, address any problems that may have occurred, and request feedback about student concerns. If there is an illness or an excused absence (e.g., presenting a paper at a scientific meeting), the TA should follow the Teaching Assistant Absence Protocol detailed in this handbook.

Attendance at discussion sections may be required or optional for the students enrolled in the course. However, **TAs are required to convene and supervise every meeting of every section to which they are assigned**. The TA should plan on holding discussion sections throughout the entire semester, including just before or after breaks and holidays. Course instructors set the attendance standards (and any assignment of credit or points) for students enrolled in the course. TAs do not have the authority to cancel a discussion section or change/assign any assignments for credit/points for any reason.

Policy for students wishing to change discussion sections is determined by the course instructors, with the assistance of the Chemistry Center. TAs should not give permission for a student to attend a different discussion from the one in which they are enrolled. Note that some courses assign credit for participation or attendance in discussion sections and classrooms typically have a limited number of seats.

TAs should never sign a drop/add slip for a student. The TA should direct students to the course instructors or to the Chemistry Center (E225 CB) to obtain the required signatures.

It is required that all TAs with student contact be evaluated by their students using ACE (Assessing the Classroom Environment) Online. Consult the separate section in this handbook on Student Evaluations.

LABORATORY CLASSES

Undergraduate students in the advanced laboratory courses are scheduled to attend two laboratory sections and the associated lectures, each week. The Principles of Chemistry courses have an 80-minute case study and a separate laboratory section alternating every other week. **Teaching Assistants are responsible for supervising the laboratory sections and attending the associated lectures and case studies**. Each meeting of a laboratory section is scheduled for 2 hours and 50 minutes. Each TA will be assigned between 1 and 4 laboratory sections, depending upon additional TA responsibilities in the course. A laboratory section typically consists of approximately 16-24 students.

Promptness and preparedness are vital to instruction and administration in a lab course. The comprehension of lab procedures, experimental goals and outcomes, and safety issues is key to student success in these courses. Therefore, the TA has a great responsibility to explain and clarify these points. First and foremost, the TA must make sure that all of the necessary safety protocols are strictly followed by students while in the lab. The TA must be fully informed and prepared for all potential safety issues related to the laboratory procedures. The TA must make sure that all lab doors remain unlocked. The TA must be present in the laboratory at all times and safety practices must be enforced regardless of the situation (e.g. season, time of day, attendance, etc.). **TAs SHOULD NOT LEAVE THE LABORATORY FOR ANY REASON WHILE STUDENTS ARE PRESENT.**

Laboratory TAs are required to hold regularly **scheduled office hours (2 hours per week)**. Consult the separate section in this handbook on the procedures for office hours. The instructors will also hold **required weekly TA meetings** to discuss upcoming experiments, go over teaching strategies, address any problems that may have occurred, and request feedback about student concerns. In addition, all laboratory **TAs must perform the experiments at weekly or bi-weekly prep meetings**. TAs will do a safety evaluation for each experiment to assure preparedness for any potential issues that might arise. Attendance at these meetings is mandatory. If there is an illness or an excused absence (e.g., presenting a paper at a scientific meeting), the TA should follow the Teaching Assistant Absence Protocol detailed in this handbook.

There may be days during the semester when lab classes do not meet. TAs are not required to attend scheduled lab sections during these periods. TAs are expected to **assist in cleaning and closing down the laboratories at the end of the semester**.

Laboratory Injuries: Any injury to a student, no matter how minor, should be immediately reported. Failure to report and document incidents will result in disciplinary action against the TA. For life-threatening injuries, call 9-911 to request assistance and notify the Lab Managerial Staff. For non-life threatening injuries, notify the Lab Managerial Staff. The TA SHOULD NOT attempt to treat any injury due to the liabilities involved. The use of running water to help alleviate pain or swelling is allowed and recommended in certain instances. Bandages can be offered from the area First Aid kit. It is the responsibility of the TA to make sure that the Lab Managerial Staff or Administrator of Instruction has received an Incident Report before leaving for the day (the Incident Report Form can be found online). Failure to submit an Incident Report will result in disciplinary action against the TA. The primary responsibility of the TA is to maintain order and safety in the laboratory. The Lab Managerial Staff and Student Prep Staff will give any needed assistance to the injured student.

TAs should never sign a drop/add slip for a student. A TA should direct students to the course instructors or to the Chemistry Center (E225 CB) to obtain the required signatures after the first week of classes. The TA may arrange a time with a student to check out of the laboratory, but the student **MUST** go to the Chemistry Center (E225 CB) for drop signatures after checking out.

It is required that all TAs with student contact be evaluated by their students using ACE (Assessing the Classroom Environment) Online. For laboratory TAs, the forms will normally be administered during the checkout period. Consult the separate section in this handbook on Student Evaluations.

GRADING

Primary Grader assignments are TA assignments made by the Administrator of Instruction. The lecture instructors will formulate the specific instructions on the grading protocol and guidelines to be used. Grading TAs (primary assignment) are expected to attend the three weekly lectures for lecture courses or the weekly/bi-weekly lectures/case studies for lab courses. In addition, grading TAs will be required to hold two office hours each week if they hold a 50% appointment.

Some of the laboratory and lecture/discussion courses require additional grading assistance for homework assignments or exams. These are considered secondary grading assignments and will be made through either the Chemistry Center staff or the Administrator of Instruction and are part of instructional support. Every effort will be made to ensure that work is distributed fairly among TAs. Specific dates and deadlines for grading assignments will be given at the beginning of the semester. It is the responsibility of the TA to make note of these dates and remember them.

Case Study/Graders for 1110 and 1120 will administer the Case Study video via ICON. Students will work together to answer questions in class and the TA will be available to assist in reminding what was discussed in the video, but they are not required to be a content expert.

Case Study/Graders will handout and collect activity sheets to and from the students during class time. Outside of class time, this position will scan the activity sheets and email them to the instructor utilizing the copier in the mail room. Case Study/Graders will grade/sort/submission match using Gradescope.

CLASSROOM DEMONSTRATIONS

There are circumstances where a demonstration is a great way to illustrate a chemical principle. It can also be a good way to enliven the classroom environment, prompt discussion, or provide a diversion when the instructor has not yet moved on to new material.

Demonstrations are allowed as long as they are appropriate and are conducted safely. All demonstrations must be approved by the instructor and either the Lab Managerial Staff or the Administrator of Instruction. They must also be rehearsed in advance to prevent any unexpected results.

OFFICE HOURS

TAs are required to hold regularly scheduled office hours (2 hours per week). Those TAs who are required to take the ESPA (English Speaking Proficiency Assessment) exam must receive a "D" or better before they can hold office hours. Office hours for freshman can be held in the Study Commons in E207 CB. If this room is full, the Tutor Commons, E215 CB, may also be utilized. The TA is required to be

present for every office hour for the entire scheduled time, even if no students are in attendance. Every TA should be prepared to answer questions on basic chemistry. TAs may work on their own coursework or research data in the event that no students are present. Please offer to help students as they enter the room. Be patient and kind especially when students are struggling to formulate a question or answer. Do not provide detailed homework solutions but, rather, provide related examples to encourage students to find the answer on their own.

To schedule office hours, TAs should check their own schedule and consult with the course instructors to see if there are any preferred days and times. It will be determined in future semesters if the Chemistry Center will resume coordinating office hours for all Tas. This was to assure that there will be complete coverage in E207 CB for the entire week and that students from any section of any course may ask for help from any available TA.

Office hours will be held during the first week of classes, regardless of whether discussion or lab sections meet during that week, or whether the first lecture has taken place. No office hours will be held during final exam week. Each day, doors will unlock at 8:00 AM and lock at 8:00 PM. Use of the space after hours will require AMAG access.

TAs should not hold office hours in a research laboratory or other research space. The reasons for this policy are:

A. Undergraduate students could be exposed to hazards associated with research labs.
B. The University could be subject to liability if a student were to be injured.
C. Other graduate students in the research space might be distracted by the presence of students and research activities could be disrupted.
D. The Department wants to keep the Study Commons (E207 CB) fully staffed so students from any section or course can get help with their questions.
E. Students may not be easily able to locate a TA in research space.

STUDENT EVALUATIONS (Student Perceptions of Teaching – SPOT)

The University requires that each course instructor and TA be evaluated by the students enrolled in their assigned class at the end of each semester. The University utilizes the SPOT (Student Perceptions of Teaching) Online system, an online format for collecting course evaluations. Each TA is required to notify students of the opportunity to evaluate the course and its instructors using the SPOT Online system and to provide time in class to access the forms.

TAs should schedule a time to administer the SPOT Online forms in class and announce the day in advance. The SPOT Online forms are typically made available to students on the Monday of the second to last week of the semester and will remain available until the Sunday of finals week. Students receive an email notification when the evaluation period opens. Different release schedules may apply in laboratory sections that end earlier in the semester or for other special situations. Consult with the course instructor or the Administrator of Instruction to confirm the dates. TAs should encourage students to complete these evaluations because they help to improve chemistry instruction in the Department and provide valuable feedback. TAs should also emphasize that the SPOT Online system can be accessed at any time during the evaluation period and from any device (e.g. laptop, tablet, or smartphone).

Confidentiality

It is important that the students realize that their evaluation and comments are confidential and that the results will not be made available to the TA (and instructors) until after final grades have been submitted. The students' perception of confidentiality can be made more concrete by the TA excusing themselves while students access the online system. Typically, this can be accomplished by the TA briefly explaining the SPOT Online system at the beginning of the scheduled day and then leaving the room for an announced period of time (10 minutes is generally sufficient). Laboratory TAs need to arrange for someone else to be present during this period as students cannot be alone in the lab.

Best Practices

- Announce, in advance, a day to administer the SPOT Online forms in class.
    - Schedule a day when the SPOT Online evaluations are available and reasonable attendance in class is expected.
    - Ask the students to bring an appropriate device to class (e.g. laptop, tablet, smartphone (iOS or Android))
- Provide a brief summary of the SPOT Online process, either in words or via projection.
- Remind students, and then remind them again, that SPOT Online evaluations are completely anonymous. While the SPOT Online system requires students to login with their HawkID, their responses will be anonymous and not linked to their ID.
- Let students know the results will not be available until after final grades have been submitted.
- Reiterate the importance of honest and constructive, whether negative or positive feedback in the evaluation.
- Provide some directions on how to access the SPOT Online system through ICON.
- Thank the students for taking the time to share their feedback.
- Allow time for students to fill out the evaluations.
    - Leave the room for an announced time period.
    - Ten minutes should be sufficient.
- If possible, add a section to the syllabus explaining how important the SPOT Online evaluation is for providing feedback on instruction and the classroom environment.

PROCTORING EXAMINATIONS

All TAs are responsible for exam proctoring and other related duties, such as exam scrambling. Such assignments will be made by Chemistry Center staff and will emphasize an equitable distribution of these duties amongst all TAs. An initial notice of dates, times, and locations of assignments will be provided at the beginning of the semester and, again, just before finals. **It is the responsibility of the TA to make note of these dates and remember them**. **DO NOT MISS A PROCTORING ASSIGNMENT**. The deleterious consequences of missing a proctoring assignment can be great for students, instructors, and fellow TAs, especially in the large enrollment courses. If there is an illness or an excused absence (e.g., presenting a paper at a scientific meeting), the TA should follow the Teaching Assistant Absence Protocol detailed elsewhere in the handbook.

The logistics of administering an exam in a large class are sufficiently complicated that the absence of even one or two proctors can jeopardize the controlled environment required. During the semester, unforeseen circumstance will arise that require additional attention. **Any TA may be called upon with short notice to assist with the following tasks**:

Scrambling exam copies (prior to the exam)
Proctoring regular exams
Various grading assignments
Proctoring alternate/make-up exams

These ancillary support activities are considered secondary TA assignments and will be distributed equitably amongst that semesters' TAs.

"Scrambling" exams entails taking different copies of the same exam (labeled as "form A", "form B", etc. where the question order is different for each form) and interleaving them in stacks. The interleaved stacks can then be distributed to students in the examination room such that students seated adjacent will have different forms. Typically, this task is done the day of the exam.

Proctoring is a tedious but important task that **requires full attention of the proctor** for a period of up to two hours. No other activities on the part of the proctor, such as eating, reading, or any distractive behavior are allowed during the examination period. All proctors **should be in the exam room at least 10 minutes prior to the start of the examination**.

The role of the proctor serves three main purposes:

1) To assist in the administration of the exam (e.g. distribution, collection, transport, etc.).
2) To deter/stop cheating.
3) To answer general questions about the exam from students (if permitted by the course instructors).

In order to fulfill these functions, a proctor must be **constantly alert and visible** in the classroom without being intrusive. A diligent proctor should be **mobile** (when in person), moving constantly around the examination room. A proctor should not remain in one location for long periods of time as this can make nearby students uncomfortable while providing an opportunity for student misconduct in unobserved parts of the room.

It is often the case in the large enrollment courses that examinations are given in multiple classrooms at the same time. For these situations, each exam room has an assigned "head proctor", designated by an

asterisk (*) on the proctor list. The head proctor is responsible for picking up the exams, delivering them to the exam room, and then returning with the completed exams. The course instructor will designate where to pick up and return exams. The head proctor may be called upon to direct distribution of the exam and supervise collection. Specific instructions specified by the course instructors regarding cheating, calculator usage, etc., may be announced by the head proctor. Other head proctor duties might include making time announcements, monitoring student questions, and informing the course instructors if a problem with the exam has been identified. The **head proctor must deliver (when in person) the exams at least 10 minutes prior to the scheduled exam start time**.

Make-up Examinations

Proctors that are assigned to make-up examinations have the same requirements and functions as a proctor of a regular exam. However, the procedure can be different and may vary depending on the instructors of the specific course.

During the fall and spring semester, chemistry students are instructed to fill out an online make-up exam request form if they have a planned absence or are ill and miss an examination. The request is submitted to the Chemistry Center and reviewed by course instructors to determine if the student is eligible to take a make-up exam. Make-up exams for the large enrollment courses are usually held on a Friday from 6:30-8:00, unless scheduled individually with the course instructor. Locations for the make-up exams will be listed on the proctoring schedule.

For in person exams:
All proctors assigned to the make-up exam are required to meet in the Chemistry Center at 2:00 pm the day of the exam to pick up the exam "box" and receive any specific instructions. A copy of these instructions will be included with the make-up exams. Proctors will administer the make-up exam in the same manner as for a regular exam. However, when a student is finished, the proctor will collect all the student's exam materials (cover sheet, make-up exam, etc.) and place them into a campus mail envelope. The envelope will then be placed in the instructors' departmental mailbox or other secure location, as instructed. In some instances, a course instructor may be present at the make-up exam and directly collect the completed exams. The make-up exam box should be returned Monday of the following week.

Student Check:

When students hand in completed exams, proctors should confirm that the student has signed the exam, indicated the correct form letter (if applicable), and filled out their University ID (UID) number. Proctors should then verify this information against the student provided ID card while also making sure the photo on the ID card matches the student. If a student fails to provide a University ID card, they should put their name and UID on a provided sheet for later verification. Alternatively, a course instructor may be able to access MAUI and confirm the students' identity.

Calculators and other devices:

Course instructors may wish to enforce rules regarding the use and type of calculator for examination. The proctor will need to be aware of the specific policy prior to the examination period and enforce any rules during the exam.

When in person and if permitted, students may check out a Departmental calculator in the event they do not have an appropriate calculator or their current calculator malfunctions. Students should be directed to provide a University ID card and sign their name on a provided checkout sheet. The ID can be returned when the student brings back the calculator at the end of the examination.

In general, other electronic devices should not be used, visible, or otherwise accessible during examinations. This includes cell phones, tablets, advanced calculators, and smart watches. It is the responsibility of the proctors to be vigilant for the improper use of such devices and to remind students to store them for the duration of the exam.

Exam Interruptions:

Procedures regarding exam administration and security will vary and depend greatly on the circumstances. Consult with an instructor, if possible. Please ask the students to refrain from working on the exam until everyone order is restored so that all students have the same amount of time to complete the exam. Reassure the students that no one will be unfairly penalized as a result of the interruption. Consult with course instructors as to any special accommodations that might be instituted, such as extended examination time, makeup examinations, or adjustments in the exam scores.

For in person exams:
In the event of an alarm due to fire, weather, or other situation that requires the room to be evacuated, safety, along with an orderly and prompt evacuation, are the most important considerations. In general, if appropriate to the situation, proctors can instruct students to leave their exam materials as they exit and announce that the examination is still in progress and to refrain from discussion of exam contents. If there is sufficient opportunity when the alarm situation has been cleared, proctors can shepherd the students back to the exam room to resume the exam.

Student Misconduct:

If student misconduct is strongly suggested, alert the course instructors. There is no need to make any accusations to the student directly at this stage.

For in person exams:
Move one or more of the involved students to a new seat in the front of the classroom. Try to reserve a few seats in the front of the examination room for this purpose.

PROCTORING GUIDELINES

The main priority is to proctor the exam. Please do not bring any reading material, homework etc. or constantly consult your smartphone while proctoring. Follow these guidelines to successfully proctor:

- Make any relevant announcements about exam procedures (e.g. calculator policy, cap orientation, covering answer sheets, etc.) either verbally or with a projector prior to the start of the examination.
- Be mindful of any specific instructions given by course instructors.
- Request that students with caps turn them backwards (hat brims can hide a students' eyes).
- When in person, students with graphing or programmable calculators must store them and check out a Departmental calculator (as available).
    a. Do not hesitate to ask for a calculator or watch in order to examine it. Any electronic device which could be used to access information or communicate with other students should not be accessible to the student during the exam.
- Do not start the exam before the scheduled time.
- Minimize conversation unless it is necessary and pertains to the exam (note that chatting can distract students).
- Be constantly alert and visible.
- Be active and move around the room when in person.
- Be vigilant for students whose eyes wander.
- Ask students to keep their answer sheets covered.
- Enforce the exam time limit firmly, but gently. When the exam period is over, announce that students should stop working and put down their pencils.
    a. For in person exam:
        i. Ask all students to form a line to turn in their materials.
        ii. Request that they refrain from talking while waiting
        iii. Request that they have their UID cards in hand
        iv. Do not leave students to continue working at their seats.
        v. One or more proctors should circulate to enforce the exam time limit
- ****Verify all ID cards for the UID number, signature, and photograph.
- ***Be sure the exam answer sheet has the test form letter marked and that it matches the specific exam (these are generally color coded for ease of identification).

SERVICES FOR TAs FROM CHEMISTRY CENTER:

Location: E225 CB
Phone: 335-1341 / 335-2805 Email: chemistry-center@uiowa.edu
Hours: **M-Th** 8:00-12:00 & 1:00-5:00, **F** 8:00-12:00 & 12:30-4:30

The Chemistry Center serves instructors and undergraduate students enrolled in chemistry courses. Here is some helpful information about "setting up shop" as a TA. There are also a few items that should be taken care of as soon as possible to ensure that classes run smoothly.

Course Administration:

Please refer students with questions regarding registration matters to Trent Tappan in the Chemistry Center. The Chemistry Center is authorized to sign drop, add, and section change forms on behalf of instructors for students in many, but not all, courses. Consult with the Chemistry Center or the course instructor on the specific policy. Please do not provide tacit approval or sign any drop, add, or section change forms for students.

Graduate students should obtain the signatures of their research advisor and instructor directly in order to add or drop any course.

Course Textbooks:

TAs should go to the Chemistry Center to borrow textbooks for the course they are assigned to teach. All textbooks must be returned at the conclusion of the semester. Please utilize the University of Iowa libraries to check out books for graduate course work or for research use. Chemistry course reserve materials are housed in the Sciences Library (behind Phillips Hall). All other chemistry periodicals and monographs can be found in the Hardin Library. For questions about science information resources please contact Conrad Bendixen 467-1395/ conrad-bendixen@uiowa.edu (Chemistry Librarian).

Facility Access:

Iowa Once Cards (University ID card) with AMAG technology are issued to students, staff and faculty to gain access to the building and select rooms within the building. Any problems with access should be brought to the attention of the Chemistry Center manager or Administrator of Instruction. Do not prop open locked doors to facilitate access; authorized users of card swiped facilities should have their own key or UID card. Notify the Administrator of Instruction about lost UID cards and University ID Card Programs 335-2716/idcard@uiowa.edu for replacements.

Mechanical keys are obtained from the Chemistry Department front office, E331 CB. All departmental mechanical keys and AMAG cards are non-transferable and should not be loaned. Any duplication of a departmental mechanical key is strictly prohibited.

Photocopying & Printing:

Teaching: The photocopying of course materials should be done using the copy code assigned to the specific course. The Chemistry Department closely monitors each copy code and charges the

appropriate departmental accounts. Copying can be accomplished in the Chemistry Center or the departmental mail room. A computer in the mail room can also print directly to the copier. Please minimize the use of hardcopy handouts. It is understandable that there are some situations, such as quizzes, where students might benefit from having access to a hardcopy. Please take advantage of the whiteboards, overhead projectors, and classroom laptops, and provide handouts to students in an electronic format (via email or posted on ICON) whenever possible.

Lab TAs and registered students have access to laboratory printers for course related materials and experimental results. Students are not to print pages from their course lab manuals in the laboratory. This is considered personal use printing. Printing is available in departmental ITCs (fees may incur).

Research: The photocopying of materials related to research should be done using a copy code assigned to the thesis advisor. To obtain the required copy code, consult with the thesis advisor. Printing is available in group research offices (consult thesis advisor) or departmental ITCs (fees may incur).

Personal: The use of Chemistry Department copy machines for personal use is not allowed. The photocopying of materials for personal use should be done at a UI Copy Center (charges may incur). The closest copy center to the Chemistry Building is in the Pappajohn Business Building: C102 PBB, 5-0861, fax 353-2733, dcpbb-printing@uiowa.edu. In addition, TAs should not direct students to the Chemistry Center to photocopy homework, labs, notes, etc. Printing is available in departmental ITCs (fees may incur).

Classrooms Reservations:

Any request to reserve a general assignment classroom for instructional use should be done through the Chemistry Center. Send the requisite information (course number, event type, time, date, number of seats needed, A/V equipment requirements) to the Chemistry Center chemistry-center@uiowa.edu. The request will be forwarded to Classroom Scheduling which will check for room availability. The Chemistry Center will send the reservation confirmation directly to the TA.

Please note that Classroom Scheduling requires a 24-hour advance notice for any room reservation. If the request is urgent and is less than 24 hours in advance, contact Classroom Scheduling directly to determine availability. The reservation confirmation notice should be read carefully. For weekend and after-hour reservations, Classroom Scheduling will indicate which building doors to use to gain access and will also list contact phone numbers in the event a building or classroom is locked. Classroom Scheduling: 335-1243/ registrar-room-res@uiowa.edu.

There are Chemistry Building rooms that can be reserved for instructional purposes by contacting the Chemistry Center. To reserve a Chemistry Building room for any other purpose, please contact the Chemistry Department Main Office.

Problems with A/V equipment in general assignment classrooms:
The Classroom Technology Support Hot Line at 335-1976, which is posted in each classroom, should be used to report problems and to receive immediate assistance. There are staff available and they can solve many problems over the phone. Instruction on the use of specific classroom technology can be arranged by contacting Classroom Scheduling, at 335-1243 or registrar-room-res@uiowa.edu. Online

tutorials on classroom equipment, including SMART boards, are available on the Classroom Scheduling website: http://classrooms.uiowa.edu/default.htm.

Whiteboard:
Classroom Scheduling provides courtesy whiteboard markers (dry erase markers) on the first day of classes. Once the semester begins and the courtesy markers are depleted, it becomes the responsibility of each instructor to bring dry erase markers to class. Dry erase markers can be obtained from the Chemistry Center. The markers should be collected after each class so they can be used again. As a professional courtesy to the next instructor using the classroom, please erase the whiteboard when class is over. Dry erase markers should be available in each whiteboard equipped classroom.

Chemistry Tutoring:

Undergraduate students seeking tutoring information should visit the Tutor Iowa website, http://tutor.uiowa.edu. The website lists all of the tutoring resources available for chemistry students including: the TA Resource Center, personal tutors, Supplemental Instruction, AXE tutoring, and the Housing Tutoring Program. The Chemistry Center does not keep a list of personal tutors but can assist students in finding tutoring resources on campus.

Interested in Becoming a Tutor with Tutor Iowa?
Tutor Iowa lists upper-level undergraduates or graduate students who are qualified tutors in various academic areas. Those interested in becoming a tutor through Tutor Iowa should fill out an application, accessible from http://tutor.uiowa.edu/tutor-application. Prospective tutors must meet specific criteria and be a registered student or a staff member. Applicants will need to submit a transcript or grade report documenting all relevant college level course work. International graduate students are not eligible to tutor because of visa restrictions.

PERSONAL CONDUCT

SEXUAL HARASSMENT

> *Operations Manual, Part II, Division I, 4.1a (4) The University will not tolerate behavior of a sexual nature by members of the University community that creates an intimidating or hostile environment for employment, education, on-campus living, or participation in a University activity. Furthermore, all members of the University community are expected to take appropriate steps to support this policy and to address incidents of sexual harassment that occur within their areas.*

The Department of Chemistry strongly supports the University's policy of zero-tolerance in regard to sexual harassment. The College of Liberal Arts and Sciences requires that **all TAs complete a workshop on sexual harassment prevention prior to teaching**. The instruction is **required every three years**. In addition, **all Graduate Students are required to take a course on sexual assault prevention**.

If a TA witnesses any form of sexual harassment or is informed of an incident by a student, they should notify the course instructor immediately. If a TA feels they are a possible victim of harassment or is uncomfortable in any situation they should speak with a course supervisor, staff member, or any other departmental representative. The University and the Department will provide support and work to resolve the situation.

If a TA witnesses or experiences any form of unprofessional behavior (e.g. harassment, discrimination, inappropriate emails or comments, violations of FERPA, etc.) from students, colleagues, or others in the in workplace, there are a number of Department and University resources available.

Department of Chemistry faculty and staff are available to discuss any concerns. Points of initial contact might include the Administrator of Undergraduate Instruction or the Director of Graduate Studies. However, anybody in the Department with whom the TA is comfortable discussing such issues can serve as an initial conduit to help resolve the issue. Contact can include both formal and informal discussions. If a TA feels that their concerns have not been adequately addressed, they should bring the matter to the attention of the Departmental Executive Officer (DEO).

University Resources

The **Office of the Ombudsperson** is available for any member of the University community to discuss problems or concerns. The services of the Ombudsperson are confidential, and their office is neutral and independent of the University, providing a safe environment for discussion. The Ombudsperson can answer specific questions, determine various options, provide referrals to other services, and assist in conflict resolution. Contact information: C108 Seashore Hall, 335-3608, email: omsbudsperson@uiowa.edu

The **Office of Equal Opportunity and Diversity** (OEOD) focuses on issues of equal opportunity, affirmative action, and diversity. They work with other offices and administrators at the University to investigate complaints of discrimination or harassment. OEOD is not a confidential resource, and they are legally required to report any violations of law or equal opportunity policies that are brought to their attention in the form of a complaint. Contact information: 202 Jessup Hall, 335-0705, email: diversity@uiowa.edu

The **Women's Resource and Action Center** (WRAC) works to create greater equality for individuals of all identities. WRAC services include individual counseling sessions and support group meetings. Contact information: 230 Clinton Street, 335-1486, email: wrac@uiowa.edu

The **Rape Victim Advocacy Program** (RVAP) is a sexual assault victim advocate and prevention agency who will also discuss sexual harassment issues. RVAP provides confidential counseling sessions, referrals, and explanations of laws and policies. Contact information: 332 Linn Street, Suite 100, 335-6001

The mission of the **University Counseling Service** (UCS) is to provide compassionate psychological services, outreach, and training that foster the mental health of students, nurture student success, and contribute to a safe, welcoming, and multiculturally aware campus community. Currently enrolled students at the University of Iowa can call the UCS at 335-7294 to schedule an appointment. A description of services is available at; https://counseling.studentlife.uiowa.edu/

CONSENSUAL RELATIONSHIPS

The primary responsibility of a TA is to educate undergraduate students in the Department of Chemistry courses. Any personal interaction that could interfere with that objective should be considered inappropriate. Thus, any relationships with undergraduate students or instructors must remain professional at all times. Personal relationships can constitute a conflict of interest. The University policy on consensual relationships is as follows:

> *Operations Manual, Part II, Division I, 5.2 No faculty member (including TAs) shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised, directly or indirectly, by the faculty member.*
>
> *Operations Manual, Part II, Division I, 5.3 In light of the potential for apparent and actual conflicts of interest, the following relationships are strongly discouraged at The University of Iowa; where such relationships arise, however, they are required to be disclosed and managed as indicated below:*
>
> *a. Between faculty and students.*
>
> *(1) Outside of the instructional context, a faculty member (including graduate students with teaching responsibilities) who engages in a romantic or sexual relationship with a student must promptly disclose the existence of the relationship to his or her immediate supervisor if there exists a reasonable possibility that a conflict of interest may arise. When a conflict of interest exists or is likely to arise, such relationships appear to others to be exploitative of or create apparent advantage for the student, and may later develop into conflicts of interest prohibited by II-5.2 above in situations that cannot be anticipated fully.*
>
> *(2) A potential conflict of interest exists when the student is a graduate student in the same department or academic program as the faculty member, or is an undergraduate student and is majoring or minoring in the same department as the faculty member. A conflict of interest also may arise if the student is studying in a department separate from the faculty member. When a potential conflict of interest exists or is reasonably likely to arise, the faculty member must promptly disclose the relationship to his or her supervisor.*

Adverse consequences for pursuing an inappropriate relationship could include loss of financial support or dismissal from the Department. A TA should endeavor to never place themselves in a situation that could be misunderstood.

SOCIAL MEDIA

A TA is an instructor and an official, very public, representative for the University of Iowa and the Department of Chemistry. Consequently, personal behavior, image, and rhetoric will directly reflect on the University and the Department. Please be aware that any references on social media to the TA position or chemistry instruction at the University could be considered an aspect of professional performance and, therefore, subject to review. It is unwise, as well as a potential violation of Federal privacy law, to mention students or student performance in either specific or general terms.

PERSONAL ELECTRONIC DEVICES

Smartphones and other personal electronic devices may be a distraction for TAs as well as students. These devices should be muted when brought to a lecture, laboratory, discussion section, or course related meeting. Electronic devices should not be accessed during these times unless the TA use of the device aids in the focus on instructional activities.

CREATIVITY AND THE TEACHING ASSISTANT

A TA position is the first part of a professional career as a scientist and a teacher. All TAs are eager to make creative, original contributions to both teaching and research endeavors. The Department would like to encourage our TAs to be innovative in their approach towards teaching and learning. TAs will have ample opportunity to bring their own ideas, methods, and strategies to the classroom environment. It is a good idea to discuss any such innovations with the course instructors first to make sure they are consistent with course goals and methods as defined by the instructors. However, in general, TAs will have a great deal of freedom in their teaching.

Like most things in life, there are limits to instructional freedom, such as the specific prohibitions discussed in this Handbook. If a certain situation is not addressed in the Handbook, do not hesitate to consult with a course supervisor or Administrator of Instruction.

COVID- 19 ADDENDUM

Every Hawkeye has a role to play in preventing the spread of COVID-19. Read the Guidelines & Updates to find out what and how Iowa's doing and what you can do to mitigate risk on campus.

Masks will be provided and can be worn. The Department of Chemistry encourages faculty, staff, and students to **wash and/or sanitize hands** as often as necessary.

TAs should be aware of additional guidelines specific to the course and location required for their assignment. Consult course instructors and area managers for assistance.

UNIVERSITY POLICIES & RESOURCES

- Mask & Social Distancing Policy
- What to do if you are sick

Departmental Attendance Expectations

As Teaching Assistants (TAs) in the Department of Chemistry, you play a vital role in supporting the academic mission of the department. To ensure a professional and effective learning environment, it is critical that all TAs adhere to departmental expectations, including timely attendance, clear communication, and professional conduct.
These attendance and communication expectations are intended to ensure consistent student access to graduate instructors during scheduled classes, office hours, and assigned labs, thereby supporting the department's core academic mission.

Expectations for Communication and Attendance

- TAs are expected to maintain consistent attendance at all assigned labs, discussion sections, office hours, and grading sessions except when using paid, sick, or other leave provided for by University policy.
- Any conflicts or absences should be communicated to the Administrator of Undergraduate Instruction as early as possible, and TAs should expend their best efforts to arrange coverage.
- Failure to consistently adhere to the above standards may constitute deficient performance and subject the TA to corrective action, including but not limited to disciplinary action, and/or a performance rating of unsatisfactory, which may result in disqualification from reappointment.

REQUIRED TRAINING

All Graduate Teaching Assistants must complete:

- Harassment Prevention (UI TAs and RAs) (WHPR01) – **Retake every three years**. Paycheck will be withheld if training has not been completed. Training found on Employee Self Service web site under Sexual Harassment Prevention Edu. In person training is required (depending on campus COVID status) for initial training. Online training is recommended for subsequent years.
- FERPA (Federal Education Rights and Privacy Act) (WFERPA) – **Retake every three years**. Required to access class lists for instruction. Training found on the Employee Self Service web site under Learning and Development, My Training, Available Online Icon Courses.

All first year Graduate Students and Graduate Teaching Assistants assigned to laboratory courses must complete:

- Lab Chemical Safety (W008CM) – **Take one time**
- Hazardous Waste Management for Labs (W07HAZ) – **Retake annually**
- PPE Awareness for Labs (W157CM) – **Take one time**
- Biohazardous Waste (W524HZ) – **Take one time**
- Chemical Fume Hoods (W485CM) – **Take one time**

These courses are found on the Employee Self Service web site under Learning and Development, My Training, Available Online Icon Courses.

All first year Graduate Students must complete:

- Not Anymore – Sexual Misconduct Prevention Program - All new, incoming graduate and professional students are required to take the online sexual misconduct prevention course during their first semester at The University of Iowa. We are committed to creating a campus where all students can feel safe and successful. In support of this aim, we require all new graduate and professional students to take the Not Anymore sexual misconduct prevention training. Not Anymore is an online, video-based sexual assault prevention program to prepare students with important skills and knowledge to address sexual misconduct (including sexual violence, sexual harassment, stalking, and dating/partner violence), safety, and bystander intervention.
    - Fall semester incoming students, you should have received an email on August 1st with deadline information and instructions on how to complete the program through ICON. Students who fail to complete the program by the required deadlines will have a hold placed on their registration. Be sure to keep an eye on your Hawkmail account for any updates (*name-name@uiowa.edu*).

Please feel free to contact ui-ipv-prevention@uiowa.edu with any questions.

UNIVERSITY ORIENTATION RESOURCES

- Information about FERPA and Sexual Harassment Prevention Training
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-student-records
  - https://clas.uiowa.edu/human-resources/sexual-harassment-prevention-training
- Required content of the course syllabus
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-required-syllabus
- Creating a coherent lesson plan for each class period
  - https://teach.its.uiowa.edu/handbook-teaching-excellence-6th-edition/planning-ahead-and-first-day-class/session-plans-—-mini
- Instructor guidelines for meeting classes, holding office hours, and covering absences (including departmental policies for securing substitutes)
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-time-committed-instruction
- Meeting deadlines for class lists, student attendance, and submission of grades
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-class-lists-submitting-grades-and-student-attendance
- Policies regarding student absences, student workload, student accommodations, final examinations, and textbooks and teaching materials
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-student-absences
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-student-workload-guidelines
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-accommodating-students-disabilities
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-examination-policies
    https://clas.uiowa.edu/faculty/teaching-policies-resources-textbooks-and-materials
- Cultivating a welcoming and professional classroom atmosphere
  - https://clas.uiowa.edu/sites/default/files/1744-2-Student-Assistance-Folder-Printable-pdf.pdf
  - https://teach.its.uiowa.edu/handbook-teaching-excellence-6th-edition/behavioral-expectations
- The timely and effective grading of student work
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-grading-system-and-distribution
- Handling academic misconduct
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-academic-fraud
- Required ACE course evaluations
  - https://clas.uiowa.edu/faculty/teaching-policies-resources-student-evaluation-teaching
- Resources and Support available through the Center for Teaching
  - https://teach.its.uiowa.edu/audience/graduate-students-post-docs