TEACHING ASSISTANT HANDBOOK

FOR THE

DEPARTMENT OF CHEMISTRY
The UNIVERSITY OF IOWA

AUGUST 2013

FORWARD

You have accepted a Teaching Assistantship in the Department of Chemistry which carries a great deal of responsibility. Your performance as an instructor must ensure a quality education and a safe working environment for the undergraduate students. In return you will benefit from the teaching experience. Your understanding of chemistry principles will be strengthened and your abilities as an instructor will develop. Bring enthusiasm to your job and let these students see that Chemistry is an exciting and rewarding field. Someday these young students will be engineers, doctors, dentists, pharmacists and chemists teaching new students. The impression you make as an instructor will make a difference in their careers. Be sure it is a positive one.

Director of Undergraduate Laboratories
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TEACHING ASSISTANT ACADEMIC YEAR

New TAs:

New graduate students arrive three weeks early and begin Graduate Chemistry Orientation before regular classes start.

Academic Year:

Three working days before the start of classes in fall through the last day of finals in spring: August 21 - May 16. You are employed by the University of Iowa during this entire period; therefore, all absences must be approved except during the free time noted below.

Required responsibilities when there are no classes:

Thanksgiving break: November 25-27 - Six hours of work as assigned by Laboratory Director/Lab Prep Staff

Winter break: January 2 - January 14 – Twenty hours of work (ten hours for each semester) as assigned by Laboratory Director/Lab Prep Staff. All TAs are expected to work in the Department during the last two weeks of Winter Break, i.e., the two weeks preceding the Martin Luther King, Jr. Holiday. This work may involve developing new experiments, cleaning laboratories, maintaining instruments and updating chemical inventories. You will be notified of your scheduled work time and assignment via e-mail prior to your return to campus in January.

Spring Break: March 16 - March 23 - Research under your Research Advisor

Free time:

<table>
<thead>
<tr>
<th>University Holidays:</th>
<th>Labor Day:</th>
<th>September 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving (2 days):</td>
<td>November 28-29</td>
<td></td>
</tr>
<tr>
<td>Christmas (2 days):</td>
<td>December 24-25</td>
<td></td>
</tr>
<tr>
<td>New Year's:</td>
<td>January 1</td>
<td></td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day:</td>
<td>January 20</td>
<td></td>
</tr>
</tbody>
</table>

University Winter Break:

December 20 – January 1
IMPORTANT PHONE NUMBERS:

DIRECTOR OF UNDERGRADUATE LABORATORIES
Earlene E. Erbe  W439 CB  5-1352

LAB PREP STAFF
Shonda Monette  W344 CB  5-1344
Brian Morrison  W444 CB  5-1917
Dominic Hull  W434 CB  3-2368

PAYROLL/EMPLOYMENT:
Sharon Robertson  E331 CB  5-1350

CHEMISTRY CENTER:
Jessica Alberhasky  E225 CB  5-1341

ADMINISTRATIVE OFFICES:
Mark Arnold, Chair  E331 CB  5-0200

ABSENCES:

An original notice of dates, times, and locations when your services are required will be given out at the beginning of the semester. It is your responsibility to write these down and remember them. Do not schedule any appointments during your assigned teaching and proctoring times. Teaching Assistants are professionals and as such are expected to fulfill assigned responsibilities. Missed assignments will result in corrective action and written notification in the TA personnel file.

Report any absence, conflict or anticipated tardiness to the Chemistry Center 335-1341 no later than 8:05 am. The Chemistry Center will not assist you in finding a substitute. You must make these arrangements. The instructor in charge of the course should also be notified. If no one can be reached in the Chemistry Center, notify the Lab Director at 335-1352.

When an absence occurs during any of your assigned duties, discussion, office hours, proctoring, grading, etc., a replacement or trade needs to be made with a person also involved or familiar with your course. This person should be on the Teaching list for the current semester. It is your responsibility to make these arrangements and to notify the Chemistry Center, your course instructor, and the Lab Director of any substitutions. In the event of an illness, each TA has paid sick leave and as such is released from the duties of that day. The TA is not required to make up the time on an hour for hour basis. While relieved of the specific activities of the day, the TA continues to have the responsibility for his/her overall assignment as a professional employee. Therefore, if a teaching assistant is absent for a class day, s/he may need to spend some effort in assuring that the material was adequately covered by the substitute, or may need to modify the syllabus in some way because of the absence. In this sense, the TA is not being asked to make up time lost, but must recognize that s/he is still responsible for a body of work over the term of the appointment, and may need to expend effort in order to assure that this responsibility is met.

You are a key part of our undergraduate education program so you should avoid any leave of absence outside of the normal holiday or break schedule.
TEACHING ASSISTANT ABSENCE PROTOCOL

Illness/Tardiness:

An absence due to illness is considered sick leave. In granting the leave the teaching assistant is excused from his/her specific work activities for that day or period of time. However, the individual is not relieved of her/his overall responsibilities as a professional employee. A teaching assistant is expected to minimize the impact of his/her absence on the learning experience of the students(s) and is expected to maintain the course content as if the absence had not occurred.

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

- Notify the Chemistry Center and the course instructor.
- Arrange for a replacement
- Notify the Lab Director via email. Include specific information on assignment (dates, times, locations) and replacements.

If a replacement cannot be arranged inform the Lab Director immediately.

Professional Travel/Vacation:

An absence due to vacation must be pre-approved and is granted at the discretion of the department. All graduate assistants with at least an academic year appointment shall be allowed five days of absence per semester without pay deduction. Vacation time must not interrupt the operation of the department. Instruction must be available for all scheduled sections even when the instructor cannot be there. Teaching assistants occasionally travel to professional meetings or have personal reasons for missing scheduled sections. In these cases the following protocol will be followed:

- Discuss planned absence with class instructor. Obtain verbal approval.
- Make arrangements for substitutes. Substitutes must be currently employed by the Department of Chemistry. First choice is TAs already teaching that particular course. Second choice is a current TA teaching another course. Last resort is an RA who has previous experience teaching this course.
- Submit request to Director of Laboratories five business days prior to leaving campus. Request will include course sections and proposed substitutes. Request will be sent via email with a copy going to the course instructor and the Chemistry Center (Jessica Alberhasky).
- The email request will be returned marked approved by the Director of Laboratories if there are no problems with the absence and the substitutes.
- Teaching Assistants must be present to teach if they have not received an approved request for absence.
Graduate Teaching Assistant Job Description

Summary

Assist department chair, faculty members, or other professional staff members in the college or university by performing teaching or teaching-related duties, such as leading discussion sections, developing teaching materials, preparing and giving examinations, and grading examinations or papers. Graduate assistants must be enrolled in a graduate school program.

Tasks

• Evaluate and grade examinations, assignments, and papers, and record grades.
• Lead discussion sections, tutorials, and laboratory sections.
• Teach undergraduate level courses.
• Develop teaching materials such as syllabi, visual aids, answer keys, supplementary notes, and course websites.
• Attend lectures given by the instructor whom they are assisting.
• Complete laboratory projects prior to assigning them to students so that any needed modifications can be made.
• Copy and distribute classroom materials.
• Demonstrate use of laboratory equipment, and enforce laboratory rules.
• Inform students of the procedures for completing and submitting class work such as lab reports.
• Meet with supervisors to discuss course objectives and students’ grades, complete required grade-related paperwork and prepare for teaching assignments.

General Time Allocation [* Averaging 20 hours of work per week over the entire semester]

<table>
<thead>
<tr>
<th>Laboratory Leader</th>
<th>Discussion Leader</th>
<th>Grader</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preparation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend instructor lecture; 1 hr/wk</td>
<td>Attend instructor lecture; 3 hrs/wk</td>
<td>Attend instructor lecture; 0-3 hrs/wk</td>
</tr>
<tr>
<td><strong>Meeting with Instructor</strong></td>
<td>Meet with instructor; 1 hr/wk</td>
<td>Meet with instructor; 1 hr/wk</td>
</tr>
<tr>
<td><strong>Individual Preparation</strong></td>
<td>Review procedures &amp; conduct each experiment; 2-3 hrs/wk</td>
<td>Review content and assigned problems; 2-6 hrs/wk</td>
</tr>
<tr>
<td><strong>Preliminary Assessment</strong></td>
<td>Prepare quiz or questions for quiz; 1 hr/wk</td>
<td>Prepare quiz or questions for quiz; 1 hr/wk</td>
</tr>
<tr>
<td><strong>Student Contact</strong></td>
<td>2 section-meetings / week; 6 hrs/wk</td>
<td>4-6 section-meetings / week; 4-6 hrs/wk</td>
</tr>
<tr>
<td><strong>In-class duties</strong></td>
<td>Maintain safe environment, Maintain order &amp; schedule One-on-one help</td>
<td>Facilitate understanding of chemistry concepts, work problems, one-on-one help</td>
</tr>
<tr>
<td><strong>Post Assessment</strong></td>
<td>Grade lab quizzes or reports; 1-5 hrs/wk</td>
<td>Grade student homework; 3-4 hrs/wk</td>
</tr>
<tr>
<td><strong>Other Duties</strong></td>
<td>---</td>
<td>Conduct review sessions; 0-2 hrs/wk</td>
</tr>
<tr>
<td><strong>Office Hours</strong></td>
<td>2 hrs/wk in Resource Center (E244 CB)</td>
<td>2 hrs/wk in Resource Center (E244 CB)</td>
</tr>
<tr>
<td><strong>Proctoring / grading</strong></td>
<td>Proctor and Grade lecture course exams; 1 hr/wk</td>
<td>Proctor and Grade lecture course exams; 1-2 hr/wk</td>
</tr>
</tbody>
</table>

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Work Related Skills

- Instructing — Teaching others how to do something.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to 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 at inappropriate times.
- 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.

Required Abilities

- Oral Expression/Speech Clarity — The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.

Work Related Activities

- Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs 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, e-mail, or in person.
- Getting 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.
RESPONSIBILITIES OF THE TEACHING ASSISTANT

You will have a primary teaching assignment and a few secondary responsibilities. Your secondary responsibilities are just as important for the smooth operation of our teaching mission as your primary assignment and are taken very seriously by the Department. Your secondary responsibilities may not be associated with the same course as your primary assignment and may be supervised by people other than the professor in charge of your course. The task areas of your appointment and the approximate times expected to be dedicated to each task area will be provided to you at the beginning of your appointment. The times are weekly averages and will vary from week to week.

PRIMARY ASSIGNMENTS

Leading Discussion Sections, Laboratory Sections, or Grading in one course under the direction of a professor constitutes your primary assignment. Holding office hours for students in your course is part of your primary assignment. Consult the Chemistry Center when choosing your office hours. All TAs are expected to attend weekly TA meetings. Laboratories TAs are expected to perform the laboratory experiments in advance of the students.

SECONDARY ASSIGNMENTS

Proctoring: Nearly all TAs are expected to proctor exams that may not be in the course they are teaching. This is because we need more proctors than we have TAs in any particular course. The Chemistry Center staff makes the proctoring assignments.

Thanksgiving week and Winter Break Assignments: All TAs are also expected to work during Thanksgiving week (6 hours) and for two weeks at the end of winter break under the Lab Director/Lab Prep Staff. Some of this work is directed toward the development of new experiments for various courses.

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 make the assignments and the professors in the lecture courses supervise the grading sessions.

Each of these responsibilities will be described in greater detail in the following sections of this handbook.
BASIC RULES AND GUIDELINES

LECTURE CLASSES - DISCUSSION

Attendance in lecture sections is mandatory for the TA. You must be aware of what is being said in the lecture in order to discuss it during discussion. If there is a conflict, you must make appropriate arrangements with the instructor to learn what vital information you must know and present in discussions.

Undergraduate students in larger lecture courses in Chemistry are scheduled to attend three lectures per week and one discussion section per week. A teaching assistant directs the discussion section. Each TA will be responsible for between 1 and 7 discussion sections, depending upon additional TA responsibilities in the course. Each discussion section is scheduled for approximately 24-36 students.

Attendance in discussion sections is mandatory for the TA. Cancellations and adjustments to the schedule are not allowed. You must be present the entire time (50 min.) your discussions are scheduled.

Discussion TAs are required to hold regular office hours (usually 2 per week). See the separate section in this manual on office hours. The professor will also usually hold required weekly TA meetings to discuss course material for the coming week, teaching strategies, and problems that may have occurred. If you are ill or have an excused absence for another reason (e.g., presenting a paper at a scientific meeting) follow the Teaching Assistant Absence Protocol.

Attendance at lecture-course-discussion sections may be required or optional for the students enrolled in the course. However, Teaching Assistants are required to convene and attend every meeting of every section to which they are assigned. This means that a TA should plan on being present from the beginning to the end of each scheduled time, including ones just before or after breaks and holidays. Course instructors set the attendance (and any assignment of credit or points) for students enrolled in the course. But only the President of the University can cancel classes. A TA must make arrangements with the course instructor and Director of Laboratories, Earlene Erbe, before making substitutions or finding a replacement. These arrangements should be made with sufficient advanced timing and warning. Making substitutions is a privilege not a right and should be agreed upon by both the instructor(s) and Director.

Course policy for changing discussion sections is determined by the instructor(s) in consultation with the director of the Chemistry Center, Jessica Alberhasky. In some cases, students may be allowed to find a section with openings without the need for formal changes in ISIS. In general, this informal approach will not work, especially for large enrollment courses that give credit for participation or attendance in discussions. For example, rooms have a limited number of seats, and teaching assignments take into account the numbers of students and sections.

NEVER sign a drop/add slip for a student in a discussion section. The student MUST go to Jessica Alberhasky (E225 CB) for signatures.

Student evaluation forms are required for all TAs with student contact. For discussion TAs this should be done at the last discussion at which reasonable attendance is expected. See the separate section in this handbook on Student Evaluations.
LABORATORY CLASSES

Undergraduate students in laboratory courses in Chemistry are scheduled to attend one lecture per week (except 4:11, and 4:12 which are our only combined lecture-laboratory courses) and one or two laboratory sections per week. A teaching assistant directs the laboratory section. One laboratory section may meet as few as 2 hours per week or as many as 6 hours per week. Each TA will be responsible for between 1 and 4 laboratory sections, depending upon the length of each laboratory section and additional TA responsibilities in the course. Each laboratory section is scheduled for 20-24 students.

Promptness and preparedness are vital to the understanding and administration of a lab course. The students’ comprehension of lab procedures and experiments is key to succeeding in these courses. Therefore, the teaching assistant’s responsibility for clarifications and explanations is important. Safety is an important responsibility for the TA. Enforce safety regulations strictly. You must be present in the laboratory at all times even if you only have one student. DO NOT LEAVE THE LABORATORY FOR ANY REASON WHILE STUDENTS ARE PRESENT.

Laboratory TAs are required to hold regular office hours (2 per week). See the separate section in this manual on office hours. The professor will also usually hold weekly TA meetings to discuss upcoming experiments, teaching strategies and problems that may have occurred. Attendance at these meetings is mandatory. If you are ill or have an excused absence for another reason (e.g., presenting a paper at a scientific meeting) follow the procedure listed under Teaching Assistant Absence Protocol.

Laboratory Injuries: Any injury to a student, no matter how small, should be reported immediately. For life-threatening injuries, call 9-911 and notify the Prep Room that an ambulance is on the way. For non-life threatening injuries notify the Prep Room. DO NOT attempt to treat any injury due to liabilities involved. Using 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 your responsibility, as a TA, to make sure that the Prep Room or Laboratory Director has received the Incident Report before you leave for the day (blank cards are available in each laboratory or on line). Your primary responsibility is to maintain order and safety in the laboratory. The Prep Room staff will give any needed assistance to the injured student.

NEVER sign a drop/add slip for a student in a laboratory section. You may arrange a time for laboratory check out for a student, but the student MUST go to Jessica Alberhasky (E225 CB) for drop signatures after checking out.

Student Evaluations are required for all TAs with student contact. For laboratory TAs, this will normally be done at check out. See separate section in this handbook on Student Evaluations.

GRADING

All of the laboratory courses and some of the lecture/discussion courses require some grading duties. In addition, some lecture classes require extra graders to grade examinations. The organic classes are the primary examples. Chemistry Center staff will assign exam-grading duties to the TAs. Every effort will be made to ensure that work is distributed fairly among TAs. Specific dates and times for grading will be given to you at the beginning of the semester. Write down and remember these times. The lecture professors will instruct you about the grading protocol and guidelines.
CLASSROOM DEMONSTRATIONS

There are some circumstances where a demonstration is a great way to illustrate a chemical principle. It can also be a good way to add creativity to the discussion, prompt questions, or just fill in when the instructor has not moved into new material.

Demonstrations are allowed as long as they are appropriate and safe. All demonstrations must be approved by either a Lab Manager or the Director of Undergraduate Labs. They must also be practiced in advance to prevent any unexpected results.

OFFICE HOURS

TAs are required to hold regular office hours (two per week). These office hours must be held in the Resource Center in E208 CB. If this room is full the Tutor Room, E233 CB, may also be used. The TA is required to attend every office hour from the scheduled starting time until the scheduled ending time, even if no students are present. Students from any section of any course can ask for help from any available TA. Be prepared to answer questions on basic Chemistry. Bring along some of your own coursework or research data to work on in case no one shows up. Please sit at the tables during your office hours. Offer help to students when they enter the room. Be patient and kind especially when students are struggling. Do not give homework answers. Encourage the students to find the answer on their own.

To choose your office hours, check your own schedule, check with the professor in charge of your course to see if he/she has preferences, and then arrange specific times at the Chemistry Center. They will coordinate the office hours of all of the TAs so that a student coming to the TA office (E208 CB) will almost always find someone there who can answer questions. International graduate students must receive a “D” or better on the ESPA test before they can hold office hours.

Office hours are held beginning the first week of classes regardless of whether discussion or lab sections meet during that week. There are no office hours during finals week. The first TA scheduled in the Resource Center will unlock the door. The last TA scheduled will lock the door each day.

DO NOT HOLD OFFICE HOURS IN YOUR RESEARCH LABORATORY OR OTHER AREA. The reasons for this policy are:

A) Undergraduate students could be exposed to hazards if TAs have office hours in their labs.

B) We could be subject to liability if students are injured.

C) Other graduate students in your laboratory could be distracted if a group of undergraduates come in for your office hours.

D) We want to keep the TA office hour room (E208 CB) staffed so that students from any section or course can get help with their questions.

E) Even if you have an office area, drop-in students need to be able to find you easily.
STUDENT EVALUATIONS

The University requires that each semester every course and instructor (professors and TAs) be evaluated by the students they teach. As a TA, you are required to ensure that the students in your classes have the opportunity to fill out the student evaluation forms.

Confidentiality

It is important that the students realize that their evaluation is confidential. That is, no student will ever be identified with his/her comments or evaluations, and that even the summary evaluations by the class will not be known to you or to the professor until after the grades have been submitted. This confidentiality should be both the reality and the perception to the students. You must NOT be present when the students are filling out the forms or when the completed forms are still in the room. The easiest way to accomplish this is to administer the forms at the end of class (allow at least 15 minutes for the students to complete the forms). Arrange to have the forms delivered to the Chemistry Center by one of the students then leave and do not return. If that is not possible for some reason, leave the room, but tell a student where to find you after the forms have been delivered to the Chemistry Center.

Teaching Assistants are responsible for ensuring that evaluations are done in classes before the end of the semester. If you expect low attendance in the last week of classes, administer the evaluation forms the week earlier to ensure a representative sample. DO NOT FORGET. Failure to administer the forms places the Department, and therefore you, in an awkward position. The Chair is notified if you (or professors) neglect to secure the evaluations.

Follow this procedure:

1. Before class, pick up blank evaluation forms from the Chemistry Center. For some lab sections, instructors may give you alternate directions for obtaining blank evaluations forms.

2. In class, read the sheet that comes with the forms. You should emphasize that the students’ evaluations are confidential, they are encouraged to write comments on the back, and neither you nor the professor will see the results until after grades have been turned in.

3. Choose a student in your class to administer the forms. The student should be instructed to hand out the forms, collect them in an envelope, and return the completed forms and unused forms to the Chemistry Center immediately, where they should be handed to a person.

4. They need to be returned the same day they are administered immediately after class. (This only takes a couple of minutes.) For those classes that end at 12:30 or 5:30, they should be administered during the first part of class and returned before 12:00 noon or 5:00 pm, respectively. For evening discussions, please instruct the student that these are confidential and they are to be returned by 8:00 the next morning.

5. The forms MUST BE GIVEN TO A PERSON IN THE CHEMISTRY CENTER. They MUST NOT be given to you or put in a mailbox. If a student is dropping off evaluation forms after business hours, they may be slid under the Chemistry Center door or brought by the following day. After you have instructed your student on how to handle the ACE forms you must leave the room and do not return until the evaluation forms have all been collected and removed.

6. For courses with more than one instructor, administer only one form at a time. Collect all the forms for the instructor before handing out the forms for the second instructor.
PROCTORING EXAMINATIONS

All teaching assistants are responsible for proctoring and related duties, such as scrambling examinations. Assignments for proctoring and related duties are made by Chemistry Center staff with a fair distribution of duties among TAs a priority. An original notice of dates, times, and locations of when your services are required will be given out at the beginning of the semester and again before finals. It is your responsibility to write these down and remember them. **DO NOT MISS A PROCTORING ASSIGNMENT.** The consequences of missing a proctoring assignment are often greater than the consequences of missing any of your other assignments. If you are ill or have an excused absence for another reason (e.g., presenting a paper at a scientific meeting) follow the procedure listed under Teaching Assistant Absence Protocol.

The logistics of running a large examination are sufficiently complicated that the absence of even one or two proctors can jeopardize the controlled environment we need for a fair examination. During the semester new situations will arise that require additional duties. You may be called upon for these tasks with very short notice for any of the following:
- Scrambling Exams (before the exam)
- Proctoring
- Various grading assignments
- Alternate/Make-up Exams

Again, these short notice duties will be distributed between TAs with fairness in mind.

“Scrambling” exams means taking different forms (A, B, C, etc.) of the same exam and interweaving them so when they are handed out in the examination room there is less chance that two students sitting next to each other will have the same form. This task is done the day of the exam.

Proctoring is a demanding task that requires your full attention for up to 2 hours. No studying, reading, or other distractions are allowed when you are proctoring. Food, drink and smoking are strictly prohibited in the classrooms.

As a proctor, you have 2 major functions:
1) To deter/stop cheating;
2) To answer general questions from the students about the exam

In order to fulfill these functions, you must be constantly alert and visible, but not intrusive. You must be mobile, constantly moving around the room. Do not stand or sit in one place. Standing in one place makes you less visible to the whole class and possibly intrusive to those sitting near you.

Often an examination is given in multiple examination rooms at the same time. In this case each room has a head proctor designated by an asterisk (*) on the proctor list. The head proctor will pick up the exams, bring them to the exam room and return the completed exams. The course instructor will designate where to pick up and return exams. The head proctor should instruct other proctors when to begin handing out the exams and assigns someone to collect the exams when they start coming in. The other proctors should report any non-routine questions from students to the head proctor. When the professor comes through, the head proctor should report the questions from students. All proctors should be in the exam room at least 10 minutes before the examination starts. The head proctor must have the exams at the room at least 10 minutes before start time. Specific instructions regarding cheating, calculators, etc., are handed out with each examination.
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 is rather different and may vary depending on the instructor of the course.

During the fall and spring students are instructed to fill out a make-up exam request form in the Chemistry Center, if they are or planning to miss the regular exam. The faculty member teaching the course reviews these requests and determines if the students are eligible to take the make-up exam. All make-up exams are held on Fridays from 5:30-7:00 in W290 CB unless individually scheduled with the instructor.

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 make-up exam box (holds exams and materials) and receive any instruction. If the proctor forgets any of the instructions there will be instructions placed with the make-up exams. At the time of the exam, the proctors will then administer the exam as they would normally. When the exam is finished, the proctor will pick up all of the student’s materials, place them into a campus mail envelope, and drop the exams in the instructor’s campus mailbox. If the instructor attends the make-up exam they can take the completed exams. The make-up exam box should be returned Monday of the following week.

Student Check:

As students leave an exam, be sure to have them sign their name at the top and check their Name, Picture, and Test Form against their exam. If a student fails to provide a student ID, take another form of ID (preferably a driver’s license). Copy down the person’s name, ID# and test form letter on the sheet provided.

Calculators:
The instructor for a course may choose to enforce a calculator rule; no calculator, any calculator, or no graphing calculators. Be sure to know what is allowed before the exam starts.

A student may check out a calculator in the event they do not have one or their own stops working or they have the wrong kind of calculator. A student must turn in their student ID card only (nothing can be substituted) in order to borrow a Department of Chemistry calculator. A checkout sheet will be available to record this activity. One TA should be responsible for keeping track of the calculators.

On the sheet provided you must write the student’s name and ID #, along with the calculator # they have borrowed. Do not return the ID until the student has returned the calculator. The calculators are for temporary use only during the exam.

Exam Interruptions (i.e., fire alarms):

Students must leave everything in the exam room. Keep the group together and move quickly outside. The proctors must move around within the group to ensure no cheating is going on. Remember this is still test time. Announce that everyone must return to the exam room and that discussion of the exam materials during the alarm will constitute cheating and persons caught doing so could be given a zero. Also inform the students that the instructor of the course will announce any consequences of the disturbance. Do not share with the students what you think these consequences might be.
PROCTORING GUIDELINES

Your top priority is to proctor the exam. Leave all reading materials, books, and homework in your Lab/Office! Be Active! Follow these guidelines:

1. NO talking unless it is necessary and pertains to the exam (chatting distracts students).
2. Walk around.
3. Watch for wandering eyes.
4. Ask students to keep answer sheets covered.
5. Ask persons with caps to turn them backwards. (Helps hide answers and wandering eyes.)
6. Do not start the exam before the stated time.
7. Students with graphing or programmable calculators must turn them in and check out a Departmental calculator (as available). Don’t hesitate to ask for a calculator to examine it. Especially feel free to examine calculators which have note pads attached. Notepads should be removed from calculators.
8. When the exam is over all pencils should go down.
9. ****Check all IDs, and check for signature.
10. ***Be sure the exam answer sheet has the test form marked and that it matches the exam.

Take care of any announcements (caps, etc.) before the exam begins.

If copying or other communication looks like it might be taking place, move one or more students to a new seating location down in front. (At the start of the exam you might keep a few front seats empty so that they can be used for this purpose.)

Enforce the time limit firmly, but gently. When the exam period is over, ask all students to stop working on the exam and get in line for the ID check. Do not leave them working at their seats. In multi-proctor rooms, one proctor should do this while the others are checking out the students.
SERVICES FOR TAS FROM CHEMISTRY CENTER:

Undergraduate Chemistry Center, E225 CB
Phone: 335-1341
Office Hours: M-Th 8-12 &1-5, F 8-12 & 12:30-4:30

The Undergraduate 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 undergraduate students with questions regarding registration matters to Jessica Alberhasky in the Chemistry Center. The Chemistry Center is authorized to sign drop, add, and section change forms on behalf of instructors for undergraduate students. Please do not provide tacit approval or sign any drop, add, or section change forms for undergraduate students.

Graduate students should obtain their advisor and instructor’s signature directly in order to add or drop any course.

Course Textbooks:

Please go to the Chemistry Center to borrow a textbook for the course you 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 research use. Chemistry course reserve materials are housed in the Sciences Library (behind Phillips Hall). All other chemistry circulating collection can be found in the Hardin Library. For questions about science information resources please contact leo-clougherty@uiowa.edu or sara-scheib@uiowa.edu.

Keys:

A cash deposit of $5.00 per key is required to check out any key within the Chemistry Department. See Jessica Alberhasky in the Chemistry Center to check out a TA office (Resource Center), Graduate Student Commons, or grading room key. To check out any other key, i.e., mailroom, research lab and office, please see Sharon Robertson in the Main Office (E331 CB).

Please do not prop the door open for other students to enter in Marlock or proxy card facilities. Authorized users of keyed or card swiped facilities will have their own key or proxy card. Notify Sharon Robertson in the Main Office (E331 CB) if you have lost a key. Notify Jessica Alberhasky (E225) if you have lost a proxy card.

All UI keys and proxy cards are not transferable. Any duplication of a UI key is strictly prohibited.

Photocopying

Teaching: To photocopy materials for the course you are assigned to teach, use the copy code assigned to the course. The Chemistry Department closely monitors each copy code and charges the cost to the appropriate departmental accounts. Please minimize the use of handouts. It is understandable that there are some situations, such as quizzes, which might warrant handouts. Please take advantage of the
white boards, overhead projectors, or classroom laptops and provide handouts in an electronic format (email or ICON) to your students whenever possible.

Research: To photocopy materials for research, you should obtain the research copy code from your advisor. If you forget the research copy code, your advisor is the only person authorized to provide you with this information.

For personal photocopying needs, please use a UI Copy Center. The Chemistry Department is not able to subsidize photocopying for students. Do not send students to photocopy homework, labs, notes, etc. on the Chemistry Center Copier. The closest document center to the Chemistry Building is in the Pappajohn Business Building: C102 Pappajohn Business Building, 335-0861, fax 353-2733, dcpbb-printing@uiowa.edu.

Reservation of Classrooms:

To request a general assignment classroom for instructional use, please send the required information to Jessica Alberhasky: course number, event type, time, date, number of seats needed, A/V equipment needed. Your request will be forwarded to Classroom Scheduling. Classroom Scheduling will check for classroom availability and the Chemistry Center will send the confirmation directly to you.

Please note that Classroom Scheduling requires a 24-hour notice for any room reservation. If you provide less than a 24-hour notice, contact Classroom Scheduling directly to check for availability. It is very important that you read the confirmation closely. For weekend and after-hour reservations, Classroom Scheduling will list which door(s) to use to gain access into buildings and also list phone numbers to call should you have problems with a locked building or classroom. Classroom Scheduling: 335-1243 or registrar-room-res@uiowa.edu.

Non-general assignment rooms in the Chemistry Building are small conference rooms controlled by the Chemistry Department: W323 CB and E231 CB. To reserve a Chemistry conference room for teaching purposes, please send a request to Jessica Alberhasky. To reserve a Chemistry conference room for any other purpose, please contact Sharon Roberson in the Main Office: 335-1350 or email sharon-robertson@uiowa.edu.

Operating problems with A/V equipment in general assignment classroom:
Call Classroom Technology Support Hot Line at 335-1976 to report operating problems and to receive immediate assistance. A staff is on-call and can troubleshoot most problems over the phone. This telephone number is posted in each technology classroom. If you need tutorial on classroom technology, please contact Classroom Scheduling, 335-1243 or registrar-room-res@uiowa.edu, to schedule an appointment with their staff. Online tutorials on classroom equipments, 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 classroom has been in operation and the courtesy markers are depleted, it becomes the responsibility of each instructor to bring dry erase markers to each class. You can obtain dry erase markers from the Chemistry Center. Please keep the dry erase markers with you and do not leave the dry erase markers in the classroom. If you have written on the board during class, please wipe the board clean at the end of your scheduled class as a courtesy for the next instructor using the classroom.
Teaching Evaluations:

According to University and Chemistry Department policy, all instructors are required to seek student input on the effectiveness of their teaching, and this is most often done with the ACE forms. Please plan accordingly and do this before the end of semester in each of your classes. More information regarding administration of ACE forms will be provided as the semester progresses.

Chemistry Tutoring:

Undergraduate students seeking tutoring information should visit the Tutor Iowa website, http://tutor.uiowa.edu. This website lists all 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 no longer keeps 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 or graduate students who are qualified tutors in various academic areas. If you are interested in becoming a tutor through Tutor Iowa, please http://tutor.uiowa.edu/tutor-application. Prospective tutors must meet specific criteria and be a registered student or staff member. Prospective tutors will be asked to submit a transcript or grade report documenting all relevant college level course work with the application.
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 on sexual harassment – zero tolerance. The College of Liberal Arts and Sciences requires that all teaching assistants complete a workshop on sexual harassment prevention prior to teaching. The instruction is required every three years.

If you witness or a student informs you of any sexual harassment notify the course instructor immediately.

CONSENSUAL RELATIONSHIPS

Your responsibility as a Teaching Assistant is to educate undergraduate students in Chemistry. Any situation that could interfere with that objective would be considered inappropriate. With that in mind relationships with undergraduate students or faculty must remain professional at all times. Personal relationships can constitute a conflict of interest. The University policy on consensual relationships is:

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.

Consequences for an inappropriate relationship could include loss of financial support or dismissal from the Department. Do not allow yourself to be put in a situation that could be misunderstood.
Social Media

You are an instructor for the University of Iowa and as such your behavior, presentation and rhetoric will reflect on the University. Be aware that any references to your position as an instructor made on social media could be considered part of your performance and therefore approved or disapproved with appropriate consequences. It is unwise to ever mention students or student performance in either specific or generic terms.

Required Training

All Graduate Teaching Assistants must complete:

- Sexual Harassment Prevention – Retake every three years. Paycheck will be held if training is not completed. Training found on Employee Self Service web site under Sexual Harassment Prevention Edu. Online training is recommended.
- FERPA (Federal Education Rights and Privacy Act) – Required to access class lists for instruction. Training found on Employee Self Service web site under Learning and Development, My Training, Available Online Icon Courses.

All Graduate Teaching Assistants assigned to laboratory courses must complete:

- Lab Chemical Safety (008CHM)
- Hazardous Waste Management for Labs (007HAZ)
- PPE Awareness for Labs (W157CM)

These courses are found on Employee Self Service web site under Learning and Development, My Training, Available Online Icon Courses.
CREATIVITY AND THE TEACHING ASSISTANT

You are beginning your professional career as a graduate student. You are eager to make creative, professional decisions in your teaching and in your research. We encourage you to be innovative in your approach toward teaching. There is considerable opportunity to introduce your own ideas and techniques, but the ultimate responsibility for the way in which discussions or laboratories are conducted belongs to the professor in charge of your course. You should discuss your ideas with the course professor to make sure your methods are in line with his/her own style of teaching.

There are, however, limits on the freedom of teaching assistants and professors to be creative in how they conduct their classes. For example, you cannot cancel a discussion section. There are many other examples. This handbook should answer most questions you may have about what you can and cannot do on your own initiative. If you cannot find the answer here, remember: When in doubt about anything always ask. **Never assume.**
Statement of Understanding

I have read and understand the information presented in The Department of Chemistry Handbook for all Teaching Assistants that was printed in August, 2013.

___________________________  __________________________
Signature                  Date

___________________________
Print Name
Emergency Contact Information

Teaching Assistant: _________________________________________________
(Please Print)

Local Address: _________________________________________________
Number and Street
City/State/Zip

Phone: ______________________________

Cell Phone: ______________________________

Parent(s) or Emergency Contact Individual(s): _________________________________________________
Address: _________________________________________________
Number and Street
City/State/Zip

Home Phone: ______________________________

Cell Phone: ______________________________