Teaching Assistant Outline

Laboratory sections offered by the Department of Geological Sciences are taught by student Teaching Assistants (TAs), lecturers, or tenured, tenured-track faculty. The information provided in this handout outlines the general category of responsibilities and duties of laboratory instructors. TAs should work very closely with their supervisors (laboratory coordinators or faculty instructor) to ensure that they are aware of all important responsibilities, duties, resources, and issues related to their specific laboratory section.

NOTE: Graduate students in a teaching assistantship position in the Department of Geological Sciences must be full time students registered for 9 hours of coursework in Fall and Spring terms. The student must be degree-seeking and admitted unconditionally into the graduate program.

1) Department of Geological Sciences-Organization Chart for Teaching Labs:

2) Teaching:

   A. RESPONSIBILITY FOR TEACHING ASSISTANTS.
   The teaching of laboratories represents a critical component of our student’s education and/or training.

   B. TIME COMMITMENT.
   Laboratory instruction. Hold office hours. Exam/quiz/homework preparation, grading, and reading student notebooks/lab reports. In the laboratory, additional time will be required to prepare laboratory equipment and samples prior to class, and to clean up and reorganize the laboratory following class meetings.

   Drivers of University Operated Vehicles and Field Trips: Part of being a TA is to assist with the enhancement of the students learning experience out in the field. The TA is expected to assist with or participate in departmental sponsored field trips. Some trips may require overnight stays.
C. COMPENSATION, AND BENEFITS.
Compensation for teaching will be according to the current rates. TAs are not eligible to receive university employee benefits. However, the university does offer student health insurance. Visit UTSA’s Student Health Services website for additional Information about low-cost health insurance: http://utsa.edu/health/insuranceindex.html.

D. TRAINING REQUIREMENTS.
As University employees all TAs will be required to complete various electronic training modules from the Office of Institutional Compliance.

All TAs are required to attend a special training workshop offered by the Teaching Learning Center (TLC). All participating TAs need to register for the TA training at www.utsa.edu/tlc. If you have already taken this course, you do not need to repeat it.

E. LABORATORY SAFETY.
Each laboratory instructor is expected to operate a safe laboratory. Laboratory Safety and Hazard Communication classes is given by the UTSA Safety Office.

Use of Rock Preparation Lab equipment: is located in the departments rock preparation facility located in SB 1.01.32. No student will be allowed to operate the equipment unless certified by their instructor to do so. Dr. Alan Dutton, Department Chair is the coordinator for the Rock Preparation Facility.

F. STANDARD AND GRADING POLICY.
Laboratory Course: Each laboratory instructor is expected to provide their students with a course syllabus on the first day of class meeting to comply with the provision of HB 2504 passed by the 81st Texas State Legislature and uploaded to the UTSA Bluebook.

Grading: Be aware of The Family Educational Rights and Privacy Act of 1974 which provides that personally identifiable student records are not public and requires education institutions to maintain the confidentiality of these education records.

Web Sites: It is a violation of University rules to maintain student records on non-university computers. All web sites used to provide information to the students must be on university computers and must be approved by the coordinators or faculty instructors.

Academic Dishonesty (cheating): It is your responsibility to be aware of the University policies regarding academic dishonesty by UTSA students. Information related to this issue can be found at http://www.utsa.edu/infoguide/.

3) Additional Information.

Teaching Assistant Application form.

A more comprehensive Guidelines and Policy will be distributed separately upon hire.