

(4279 – 4379) or (4289) is prepping and preparing media for microbiology labs describes your job. You will be prepping the lab only. You can expect your responsibilities to include on hands in the laboratory. You can expect your responsibilities to include approximately 2 – 6 hours of on hands in the laboratory work each week, accordingly to which course you are registered in. You are required to attend the *One hour* regularly scheduled lab meeting each week. *Attendance is required – your grade can and will be dropped if you missed the meetings.*

Your responsibility falls into three (3) basic categories:

1. Being prepared and present for labs.

Preparing to be in class begins with attending the weekly lab meeting where each week's lab is covered *one week in advance*. ***Read the assigned lab before each meeting.***

Be present at your assigned lab, arriving 20 minutes early to set-up and to assist the GTA. In lab, assist GTA as needed. After the GTA has completed his/her presentation, assist micro students. To do this effectively you must UNDERSTAND the LAB. If you have any questions, ask the GTA assigned to your lab.

You are also responsible for basic lab safety for yourself and the students. Remember, as you work with the students, to make certain you are using good aseptic technique and good lab safety.

****Only for the 4388****

2. Preparing Media and supplies for each week's lab.

Part of teaching anything is preparing for the class. In microbiology this includes making media and preparing supplies for each lab. Each week an updated schedule of assigned duties will be posted in the micro prep room. It is your responsibility to check the schedule each week for your assignment. If you have any difficulties for questions contact Alyson or Dr. Badon.

3. Clean-up.

Clean up in the micro lab is basic to lab safety. Undergraduate TA responsibilities include keeping the main student laboratory and the prep room clean. At the end of each lab, the laboratory is to be cleaned-up before you leave. At the end of the each prep session, the prep room is to be cleaned up and supplies put back in their proper place before you leave.

Grading Policy:

You will be graded on the two or three items outlined above, according to which class you are enrolled in and as critiqued on the attached “Undergraduate Teaching Assistant Evaluation”, and your attendance. **Attendance at weekly lab meetings, your weekly assigned lab teaching, and your attendance at your weekly prep times. Your grade can and will be lowered if you have more than two unexcused absences.** Please note whether or not an absence will be excused is at the **discretion of the instructor.**

Attendance Policy:

Attendance is a **MUST!** *Attendance at weekly lab meetings, your weekly assigned lab teaching, and your attendance at your weekly prep times.*

Important University Policies:

Americans with Disabilities Act:

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.uta.edu/disability. Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

Academic Integrity:

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Series 2.2).

Student Support Services:

The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. They include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

Final Review Week:

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabi. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. Classes are held as scheduled during this week and lectures and presentations may be given.

Drop Policy:

The last drop date for undergraduates will occur at a point two-thirds of the way through a given semester. The last drop date is Friday, March 28, 2008. Students are allowed to drop until 5 p.m. CST on this date. Undergraduate students who drop a course on or before the last drop date will receive an automatic grade of "W" regardless of whether you have completed assignments or not.

If you decide to drop this course (or any other, for that matter) you must obtain a drop slip from the departmental undergraduate advisors office (for Biology, the advisor is Ms. Jane Pugh, Room 346 Life Science or you may go to the main office in the Biology Department 337 Life Science). Please fill it out, have the instructor of the course you wish to drop sign the slip and return it to the advisor's office or the Biology Office. A "W" will be placed on the student record automatically by MyMav when the drop is entered.

Drop for Non-payment of Tuition: : Payment must be received by the term due date of January 9, 2008 or your registration will be cancelled. If your registration is cancelled for non-payment, you may reregister for classes but only if seats are available.

Bomb Threats:

If anyone is tempted to call in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.

Incomplete Grade:

"A grade of I (incomplete) may be assigned for a course if, in the opinion of the instructor, there are extenuating documentable circumstances which prevent the student from completing the required work within the semester of enrollment for the course. The incomplete must be removed by the end of the final examination period of the following semester, excluding the summer session, for the student to receive credit for the course. If the incomplete is not removed during the allotted time period, it will revert automatically to an F."

After Hours Safety Escort:

The Sam Mav Escort service provides a service to assist students, faculty, staff and campus visitors to reach their destinations after regular business hours. The hours of service are 7:00 p.m. to 1:00 a.m., Sunday through Saturday. 817-272-3381

MavMail:

UT-Arlington has adopted MavMail (e-mail) as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email. All students are assigned an email account and information about activating and using it is available at www.uta.edu/email. New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are required and responsible for checking their MyavMail email regularly.