TO:  Bio 13L Lab TA Applicants
FROM:  Michael Grossi, Biology Department, Barnum 200A
DATE:  April, 2014
SUBJECT:  TA Application for Fall 2014 positions

The position of TA for Biology 13L requires an approximately 6 hour time commitment per week. TAs are responsible helping to set up before lab, assisting the graduate laboratory instructor during lab (i.e. answering questions, supervising students, trouble shooting problems occurring in lab), and the dismantling of the lab and cleaning up.

Each TA is assigned to one three hour lab section under the supervision of a graduate instructor. TAs are generally required to report to the lab 1/2 hour before lab to set up, and stay 1/2 hour after lab to help clean up.

In addition, TAs must attend a weekly pre-lab meeting to discuss and run through the next week's lab (approximately 2 hours in duration). Pre-lab meetings will be held on Thursday evenings at 6:00 pm.

There is a stipend paid to TAs.

**Application deadline is Monday, April 28th.** Applications should be returned to my mailbox in Dana 120, or, if you’ve downloaded an electronic copy, attached to an email to me (michael.grossi@tufts.edu). Please complete your fall course selection before applying, so that you can be assigned a lab section that does not conflict with your schedule. Also make sure that the Thursday evening prep meeting does not conflict with your classes, because attendance is mandatory.

Decisions will be made within one week of the deadline and applicants will be notified by email. A reminder as to the date of the first lab meeting will be sent via email several weeks before the beginning of classes.

Thanks for your interest in being a Bio 13 Lab TA, and have a great summer.