Bio 13L Undergraduate Teaching Assistant Applications Fall 2016

**PLEASE NOTE CHANGES FROM PRIOR YEARS WRT STIPEND, DUTIES, and SCHEDULES**

Thank you for considering being an Undergraduate TA at the Biology department. The deadline for submission of this application is **Monday May 2nd**.

The lab program is coordinated by Dr. Kate Mirkin, who will be working to train both graduate and undergraduate TAs to teach in lab sections. The primary mission of the lab program is to provide students with the opportunity to participate in the process of science – not just learn content.

The lab program will be undergoing cycles of revisions over the next several years and feedback from TAs is essential to improving the experience of undergraduates in lab. Because of this the TA selection process will be more selective than it has been in the past. We will hire fewer TAs but we have increased the stipend and will provide more training.

The position of TA for Biology 13L requires an approximately **7.5 hour** time commitment per week. Undergraduate TA's are responsible for

- attending and participating in weekly lab prep sessions (3 hours)
- assisting the graduate laboratory instructor with teaching and facilitating discussions and other activities during lab (3 hours)
- writing short weekly updates to Dr. Mirkin on what is observed in lab section (30 min)
- helping with set up before lab and clean up after lab (30 min before & after lab)

As in prior years, each TA is assigned to a three-hour lab section under the supervision of a graduate lab instructor. TAs are required to come to lab 1/2 hour before lab to set up, discuss that days’ goals and stay after lab to help clean up.

On **Friday mornings** (11am – 2pm) TAs attend a pre-lab training meeting to discuss and run through the next week's lab. Before applying, please be sure you have this time free on Friday in your schedule.

There is a stipend of **$750** for first-time TAs, and **$800** for returning TAs, paid in weekly installments during the semester. Applications should be returned to **Mike Grossi’s mailbox in Dana 120**, or via email to michael.grossi@tufts.edu. It is important that applicants complete their fall course selections before applying, so that accepted students can be assigned a lab section that does not conflict with their schedule. Decisions will be made within one week of the deadline and applicants will be notified by e-mail.