

# Undergraduate TA Positions

Introductory Chemistry Lab 030.105-106

Introductory Organic Lab 030.225

The Introductory Chemistry Laboratory course 030.105-106 and the Introductory Organic Lab 030.225, welcome applications from qualified undergraduates who are interested in acquiring some teaching experience at the university level. The following FAQ items should cover most questions. Any further questions should be directed to the faculty member responsible for the course.

## 1. Who can apply?

Applications are normally accepted from JHU students who will be going into their junior or senior year at Hopkins. Preference is frequently given to juniors who will be able to TA for two years.

## 2. When should I apply?

Applications may be submitted to the faculty member responsible for the course at any time. However, since most of the final selection of TA's is made in the two weeks before the start of the fall semester, applicants should be sure to have their applications complete before the end of the summer. Occasionally, a new TA may be hired at the beginning of the second semester. If you will not be available over the summer for an interview, you should submit your application and arrange an interview before you leave for summer break.

## 3. What are the criteria for choosing TA's?

TA's are chosen based on their combined rating in the following four areas:

**Academic achievement.** Applicants must submit a transcript showing their grades to date at JHU. Grades from ISIS are acceptable. While grades are only one factor that are used in hiring TA's, generally speaking TA's have at least an A- in both the course that they are applying to teach and the corresponding lecture course. Occasionally B+ students are also selected. Success in other lab courses at JHU is also a factor.

**Flexible schedule.** Final decisions on hiring TAs are frequently made based on who is available for lab periods that need to be covered.

**Enthusiasm.** Enthusiasm for teaching a chem. lab course is absolutely necessary. This factor will be evaluated based on the ten-line statement applicants are asked to write as well as on a brief, informal interview with the responsible faculty member. The faculty member in charge of the course will contact students to schedule the brief interview sessions.

**Recommendations.** (Optional) Applicants can ask their TA to write a recommendation. (This can be done for future years. For example, a freshman student who plans to apply in the Junior year can ask his/her TA to write a recommendation to be kept on file with the responsible faculty member until time for the student to apply).

4. What is required of a TA?

030.105 - 030.106 Intro Chemistry Lab

Normally, an Intro. Chem. Lab TA supervises one group of 20-24 freshman students. Each group has one 3-hour lab period per week. Furthermore, TAs are required to grade the lab assignments, staff help sessions and attend a weekly TA meeting. TAs can choose to supervise two lab sections per week.

030.225 Intro Organic Lab

An Organic Lab TA supervises a group of approximately 15 students. During lab they are expected to spend lab time walking through the lab, answering questions, and maintaining a high level of safety. In addition there is a TA meeting at the beginning of lab, and they are expected to grade student assignments. Additional tasks including chemical preparation, exam proctoring and staffing help sessions are divided between the TAs.

5. What times do the lab sections meet?

030.105 - 030.106 Intro Chemistry Lab

The lab will meet M-W 1:30-4:30, Th-F 2:30-5:30 and Th morning from 9-noon. There may be a Tuesday morning section in the fall.

030.225 Intro Organic Lab

The lab currently meets MWF 1:30-6:30 pm and TTh 12:30-5:30 pm. TA meetings take place in the half hour preceding the start of lab.

Other information;

**To maintain continuity in the course, former TA's returning for a second year will normally be given preference in hiring.**

**All applicants for TA positions must read and understand the following:**

Prospective TA's should be sure they understand that since they will be grading their students' lab reports and evaluating them in other ways, they will be expected to maintain the highest possible standard of objectivity. This necessarily includes avoiding personal involvements of any kind with students. In particular:

It should be obvious that dating, or any similar activity, with students in the course, whether the student is in the TA's own section or another section, is absolutely prohibited and is grounds for dismissal.

TA's should be especially careful to avoid innocent social interactions with students in their sections that other students could possibly interpret as indicating preferential treatment. An example could be a TA who spends a part of each lab discussing sports with the same two or three students.

TA's are expected to be aware of and follow all University guidelines on sexual harassment, etc.

Any questions should be directed to the responsible faculty member **before** the situation comes up.

**Submitting an application:** Applications should be turned in to either Dr. Pasternack or Dr. Greco by bringing them to their office or leaving them in their mailbox. If you are interested in either course, please submit two applications and indicate that on the form.

APPLICATION TO BE A CHEMISTRY LAB TA

APPLICATION FOR POSITION:

Intro Chem                       Organic Chem                       Either Course

1. Name:

3. Home Address:

Local Address:

4. Preferred contact email

5. Phone #'s    JHU:     Home:     Other:

6. Date of birth:     7. JHU class of     8. Major:

9. Are you eligible for Work-Study?    Yes     No

Submit a transcript (copy OK), or a list of the courses you have taken at JHU and grades you received, with this application.

Indicate in ten lines or less why you want to be a Chem. Lab TA

If you want to be considered for possible future openings, please indicate semesters available:

Fall 2009                       Spring 2010

Fall 2010                       Spring 2011

**\*NOTE:** Since most TA's are hired during the two weeks before the start of the fall semester, it is very important that we know how to contact you over the summer. Please keep your file up to date. If you change an address, send an e-mail to the faculty member in charge to be added to your file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date