

Teaching Assistantships in the UNM Biology Dept.

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Teaching Assistantship

- Teaching Assistants (TAs) are key to the Biology Dept. Curriculum
 - The “Great Connectors”
 - Hands on experience
 - Positive Role Models
- TA Eligibility:
 - Enrolled in 6 credit hours towards your degree
 - Maintain a 3.0 GPA
 - Not on probation
 - Within the time limit for completion of the degree
 - Masters – 2 years guaranteed assistantship support
 - PhD– 5 years guaranteed assistantship support
- Biology Dept. Compensates TA with:
 - Stipend
 - Health Insurance (if have contract is 0.25 FTE or more)
 - Tuition for grads on guaranteed support

Assistantship Responsibilities

- This is a paid job with responsibilities that must be met for continued support and future consideration
 - Assistantships are assigned for 18 weeks of work
 - Begins 1 week before first day of class
 - Fall 2013: Aug 15
 - Ends on the last day of finals
 - Fall 2013: Dec 13
 - Average 20 hours a week
 - This is a salary based position and you are paid for the job, not the hours. Some weeks may be more than 20 hrs. and some less.
- Each instructor will have their own specific expectations for their TA(s)

Assistantship Responsibilities cont.

- Weekly TA Meetings with instructor
 - Learn week's material, discuss ideas, provide constructive feedback
- Grading
 - Promptly grade & return assignments and quizzes (1 week)
 - Some TAs grade lecture exams
- Lecture Exam Proctoring
- Attend Lectures
 - All core classes (Bio 201-204) **require** TA attendance in lecture
 - Other lecture classes encourage TA attendance
- Office Hours – 1 hour per section per week
 - Be where you say you will be, the entire time
 - Think about your office hours schedule
 - Don't schedule during lecture
 - Set up variable times
 - Accept appointments

Assistantship Responsibilities cont.

- Absences:
 - Maximum one per contract!
 - You must notify your instructor ASAP
 - Do not wait until the last minute
 - You are responsible for finding coverage
 - Remember: TA KARMA! Compensate whomever covers for you by covering for them, paying them or trading.
- Emergency
 - Notify Instructor and Biology Main office immediately (Cast 167; 277-3411)

Teaching Resources

- Text Books and Lab Materials are provided by instructor as needed
- If you need help teaching:
 - Work with instructor
 - Sit in on experienced TA's lab
- UNM class: Informatics 583 – Graduate Teaching I
 - Fall Classes: INFO 583-1(43835) Fridays 2-3pm
 - INFO 583-2(43836) Fridays 3-5pm
 - International Students
- Office of Support for Effective Teaching (OSET)
 - 277-2229
 - <http://www.unm.edu/~oset/>
 - Many 1 afternoon mini classes – VERY USEFUL!!

Ground Rules

- BE ON TIME FOR EVERYTHING!
 - This means 5 min early
 - Return graded work promptly (1 week)
 - Meet expected deadlines
- No Food or Drinks in labs (applies to ALL!)
- Class is responsible for clean up
- TA's DO NOT cancel classes
- Meet for the full scheduled class time
- Be sensitive to the needs of UNM's non-traditional students
- Use UNM email only

Tricks of the Trade

- Not just about teaching Biology
 - Brush up on your Math, Stats and Writing
- Be helpful and accessible, but firm and hold students accountable
 - Theodore Roosevelt: Speak softly and carry a big stick!
 - Set your class tone the 1st day
- Be a positive role model
 - Handwriting
 - Prepare, Prepare, Prepare
- This assignment is what you make it:
 - Enthusiasm & Energy are contagious
 - Be creative – They will remember!!

Last but not least!!

- Remember:

We really do want our
students
to succeed!!