

## UNDERGRADUATE TA POSITIONS

INTRODUCTORY CHEMISTRY LAB – 030.105 –030.106

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. Applications are also occasionally accepted from exceptional students who will be starting their sophomore year; but in these cases, the question of the student's maturity and suitability for TA work as a sophomore will be carefully examined.

### 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.

### 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 or a reasonable copy. (Note: grades are only one of the factors, and probably not the most important one. Enthusiastic students who have one or more C's on their record should not hesitate to apply).

**Flexible schedule.** Applicants must have time in their own course schedule to be able to teach on a number of different days. Otherwise, it may be impossible to staff all the lab periods. Applicants who can teach any afternoon of the week are particularly prized. Because of the University's scheduling habits for undergraduate courses, applicants who can teach MTW afternoons are also appreciated.

**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 who themselves took the course their Freshman year 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). If this is not possible (e. g. TA has left town or student placed out of Intro Chem/Org and never took the course) recommendations, from other persons qualified to evaluate the applicant may be submitted. Well-qualified applicants do not necessarily need to submit any recommendations unless they particularly desire to do so.

#### 4. What is required of a TA?

##### 030.105 – 030.106 Intro Chemistry Lab

Normally, an Intro. Chem. Lab TA supervises two groups of 15-30 freshman students. Each group has one 3-hour lab period per week. Thus the time in lab is 6 hours/week. In addition, some of the experiments require lab reports, which are graded by the TA's. The students are encouraged to ask questions of their TA's by e-mail or telephone so some tutorial time is also necessary. Attendance at short TA meetings with the faculty member in charge of the course is also required.

##### 030.225 Intro Organic Lab

An Organic Lab TA supervises one group of 20-60 students per week (with the help of other TAs). A group meets once a week from 12:30-6PM. Including preparation, the time in lab is approximately 6 hours/week. In addition, TAs are responsible for grading lab reports, grading quizzes, evaluating products, and periodic cleaning. TAs are expected to spend lab time walking through the lab, answering questions, and maintaining a high level of safety and maturity. Outside of the lab, TAs are expected to answer student questions by e-mail or telephone and interact regularly with the faculty member in charge of the course.

#### 5. What times do the lab sections meet?

##### 030.105 – 030.106 Intro Chemistry Lab

The lab currently meets every weekday afternoon from 1:00 – 4:00pm and on Tuesday and Wednesday evenings from 6:00 – 9:00pm.

##### 030.225 Intro Organic Lab

During the fall semester, the lab meets every weekday afternoon (M-F) from 12:30-6:00pm. During the spring semester, the lab meets MWTh from 12:30-6:00pm. During each summer session, the lab meets every weekday afternoon (M-F) from 1:00-4:00pm for a period of four weeks.

**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.

The application on the next page should be mailed to:

Room 138 Remsen Hall

Dept. of Chemistry, JHU

## APPLICATION TO BE A CHEMISTRY LAB TA

INTRO. CHEMISTRY LAB – Dr. Louise Pasternack

INTRO ORGANIC LAB – Dr. Jane Greco

**APPLICATION FOR POSITION:**

1. Name:  2. SS#:
3. Home Address:   
  
Local Address:
4. E-mail (JHU):  E-mail (home):   
E-mail (other):  JHU Box No.:
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 Chemistry Lab TA:

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

Fall 2008  Spring 2009  Summer 2009   
Fall 2009  Spring 2010  Summer 2010

**\*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