

### General Job Description for Biological Sciences Graduate Assistants (GAs)

- GAs' most visible duty will be as laboratory instructor for approximately 6-10 contact hours (2 to 5 lab sections) in undergraduate laboratories per week, depending on the course.
- GAs may be assigned to work a certain number of hours per week for a given faculty or staff member, performing a variety of other departmental duties. (The balance of time assigned to teaching vs. departmental duties will vary by semester.)
- One hour per week will be spent in a group laboratory preparation meeting with the Academic Laboratory Manager and/or course lecturer.
- In addition to the lab prep meeting, one to three hours per week should be spent reading the laboratory exercise and any necessary support information.
- GAs may be asked to write quizzes, and will be responsible for grading those quizzes. Introductory Biology GAs will grade data sheets rather than quizzes, and some will also grade lab reports. Depending on the number of sections taught, quiz preparation should not take more than one hour per week, and quiz/data sheet grading may take up to two hours per week. When lab reports are due, they will require significant grading time.
- GAs are also responsible for recording grades and attendance for each laboratory section throughout the semester. GAs are not responsible for grading lecture exams.
- GAs are required to hold two office hours/week in the GA office, Science Bldg. room 209.

Preparing to teach the laboratory sections involves reading the manual, answering pre- and post-lab questions before attending the preparation session, and investigating support material if necessary. During the laboratory itself, a short (~ 5-minute) introduction should be given, after which the GA should roam the laboratory, helping students and checking on their progress and understanding of the material. If used, quizzes will be administered during the laboratory period.

Each GA has complete responsibility for covering the assigned laboratory sections. If a GA must miss an assigned laboratory, that GA is responsible for finding a suitable substitute laboratory instructor. A list of all departmental GAs and their contact information will be provided to each GA within the first two weeks of the semester.

Each GA will be evaluated by his or her students, the course lecturer, and the Academic Laboratory Manager every semester. These results will be discussed with each GA, become a part of the GA's permanent record, and be used as a partial basis for renewal/refusal of the assistantship each semester.

Please bring any general questions, problems with laboratories or students, etc., to the Academic Laboratory Manager, the GAs' immediate supervisor. The GAs must also answer to their course lecturers, the department chair, and any faculty/staff member to whom the GA may be assigned for other duties. Your thesis advisor is your supervisor for that work.

In addition to the above-mentioned Department of Biological Sciences regulations, the University requires that all GAs be registered for a minimum of 9 graduate credit hours per semester.

Should a GA want further insight into his/her position, the Graduate School Office has the video "The Role of The Graduate Assistant" available for loan.