

Policies and Responsibilities for Physiology Teaching Assistants

1. **Attend all TA Meetings.** Attendance at lab instruction (TA) meetings is mandatory. TAs must not schedule business, trips, presentations, or other meetings during these times. Lab (TA) meetings will be held on Friday afternoons for fall 2016. In order to ensure that there is consistency between lab sections, each TA must be present at the meetings since it is then that decisions regarding lab teaching issues are made. If you have a special circumstance like having to attend an interview or if you are ill, please contact the coordinator as soon as possible. Unexcused absences will have a detrimental effect on TA evaluations.
2. **Attend all Course Lectures.** Attendance at course lectures is critical for all involved. In this way, course instructors can trust that the course TAs are familiar with the depth of material covered and are available to consult with students at the beginning and end of lecture. In addition, TAs are encouraged to read the lecture slides in an effort to ensure their ability to answer questions regarding lecture material and to gain an understanding of exactly what material is or is not covered in the lecture. Lastly, by attending course lectures, a TA will be able to reference and reinforce lecture instruction in the laboratory setting. Lecture attendance will be considered during TA evaluations and will affect future teaching assignments. TAs who took PSIO 201/202 at the University of Arizona as undergraduate students in the past three years and TAs who taught in this course in the past two years, assuming good lecture attendance, may request to be excused from lectures.
3. **Attend and proctor all lecture exams.** TAs are expected to arrive to the exam location 20 minutes early to hand out exams to their own section(s). TAs are expected to collect exams from their sections and check student IDs.
4. **Obtain Approval for Any Substitute Regarding your Teaching Duties.** In the event that you are ill or otherwise unable to perform your primary duty of teaching, you must obtain approval from the course director or lab coordinator to have another teaching assistant substitute for you. You are responsible for finding a qualified person to substitute for you.
5. **Make Education the Priority.** TAs should use any provided prep notes and slides as a guide in organizing the laboratory sessions. The necessary activities to be conducted and material to be covered in each lab will be discussed at the TA lab meetings each week. Each individual TA should create their own lesson plan based on the prep notes but should feel free to add to or supplement the basic lab set up if he/she chooses to do so, keeping in mind that lectures should be kept to ~30-40 minutes increments.
6. **TAs are required to be punctual for their laboratory sections, TA prep meetings and office hours.** If a TA is unable to attend their office hours, they need to arrange for someone else to be there in their place. Office hours should not be cancelled.
7. **New TAs are required to attend another TA's lab for the first two weeks of labs.** Please arrange this with the person you will be observing.

8. **TAs are required to follow the course policies and additional policies we decide on as a group at prep meetings.**
9. **TAs are required to use lab time for the full benefit of the students and to encourage students to stay and learn as much as they can during that time.** It is not acceptable to rush students or imply that they can leave early in order to have a shorter lab.
10. **Discuss Emergency Protocol with Students.** On the first day of instruction, TAs must familiarize students with the following:
 - Location of fire extinguisher, shower, eyewash station, and hazardous waste containers
 - Procedures for evacuation from the building, handling of preserved materials, disposal of bio-hazardous wastes, use of sharps containers, and what to do in the event of injury to themselves or their neighbors
 - In case of an emergency during the laboratory (i.e. if someone faints) you are required to stay with the student that was injured while you send another student (or preceptor) to get help. **If a student becomes unconscious, you are required to call 9-1-1.** Emergency contact information (address and building name) are available on the board in each room. The address to Koffler is 1340 E. University Blvd. The paramedics can check to see if the student who became unconscious suffered any serious injuries and determine whether the injured student needs further treatment.
11. **TAs are required to follow the 'Anatomy Lab Rules and Regulations'** including the safety procedures for the laboratory.
12. **TAs are required to follow the lab rules and regulations governing the use of human cadaver materials.** Permission to work with these materials is a privilege and we want to be respectful of the donors who provided these materials to us.
13. **Discuss the course syllabus with students** including academic resources, academic integrity and policies.
14. **TAs should check their email at least twice a day and respond promptly to students, instructors and the lab coordinator.** Most communication between the course director, lab coordinator and TAs will be via email. This will include important announcements and information that needs to be relayed to the students.
15. **There should be no extra office hours or review sessions held by a TA unless the course director, lab coordinator, TAs, and all sections of the course are notified.** All students should be provided with the opportunity to benefit from a TA's unposted office hour. However, TAs can meet with individual students by appointment to provide extra help (within reasonable limits).

16. **TAs should not distribute their lesson plans to students.** If a TA plans to distribute a handout in the lab section, he/she must make that hand out available to the lab coordinator by email or at the laboratory meeting. If appropriate, the handout can be posted on D2L so all students have access to it. Handouts given to students can include worksheets, activities, flow charts and tables without answers. **Posting or sending review questions or study help hints to students is not appropriate** under any circumstance.
17. **TAs are required to post their Power Point slides in PDF format on D2L before or after lab.**
18. **TAs are not permitted to copy slides from other TAs without their permission.**
19. **TAs should not offer extra credit to their students under any circumstances.** This policy is included in the syllabus so you can always refer to it when students ask for extra credit.
20. TAs will have access to anatomy and physiology exams and practicals. **Information about the exams and practicals must not be given to the students.** In addition, teaching should not be geared towards the exam/practical questions. Instead, TAs should cover the information in the prep notes and should focus on the objectives for each lab exercise. Teaching towards the practicals / quizzes will quickly teach the students to study only the information presented in class and nothing else. Our goal is for the students to learn all of the information in the lab manual with the exception of items we tell them to skip. When students ask: "What do I need to know for the practicals?" The answer is "Everything in the lab manual except for what your TA told you to skip, the required handouts from D2L, and everything your TA and preceptor present in lab."
21. **Grades.** All information concerning grades should be posted through D2L in a timely manner (no more than 1-2 days after grades are available for a quiz or exam and no more than 7 days for a practical). TAs should not circulate grade sheets in class and should not email grades to students. TAs must keep an Excel back up copy of their section's grades somewhere other than the office computer using the grade sheet template provided on the flash drive.
22. **Email messages sent to your lab section(s) should be kept to a minimum and should only be used for important announcements.**
23. **Teamwork is an important aspect of your job as a Graduate Teaching Assistant.** This refers to helping a fellow TA when they need it, but it also means cleaning up after yourself, being careful in communicating with students to maintain other TAs authority in the classroom, following the policies listed here to avoid making others look bad, and showing respect to your fellow TAs – especially while students are present. If you become aware of a piece of equipment that is broken or not functioning properly, please notify the coordinator to make sure other TAs have what they need. In addition, if you notice that supplies are running low and other TAs may be affected by the lack of supplies, please notify the coordinator as soon as possible.

24. **Use discretion when interacting with students outside of the classroom.** Keep in mind that the maintenance of the student-teacher relationship is very important to the integrity of the course and the security of the TA.
25. **TAs and preceptors are not permitted to tutor for pay students enrolled in PSIO 201/202.**
26. **TAs should dress appropriately for teaching and for interacting with students (i.e. office hours).** The dress code is "business casual" in an effort to look professional and maintain authority in the classroom.
27. **Materials available in the laboratory, study centers, and copy room (i.e. office supplies) are for teaching purposes only and not for personal use.** The students enrolled in PSIO 201/202 pay a course fee for these materials. In addition, printing in the offices, study centers and labs should also be teaching related. The printers should not be used for your class, research or personal printing. The ink cartridges can be replaced by contacting Linda Baughn in Gittings 102.
28. **TAs are not permitted to paint or make any permanent modifications to offices or move furniture from one office to another.** If you have a need, please let the coordinator know.
29. **TAs should be courteous with students, other TAs and faculty.** When answering the phone, you are representing the Department of Physiology. Please answer the phone by saying "Physiology, _____ speaking" or another version of this greeting. The phone number to all offices downstairs is 621-2933. If there is no answer, the phone will ring upstairs and Linda Baughn will answer or the student can leave a message on Linda's voice mail.
30. **Materials should not be moved from the lab or study centers.** TAs will have access to all materials in the lab and study centers including models, DVDs, books/study guides, histology books, bones, etc. These materials should not be removed from the labs/study centers. If someone needs to borrow any of our materials, they need to contact the coordinator.
31. **The doors to the laboratories, offices and study centers should remain locked** except for when a TA is present. Please make sure to push/pull the doors tight as some of the lab doors tend to stick. Materials stored in the study centers/office are expensive. Please notify the coordinator if you find a lab door unlocked.
32. **TAs are required to attend a cleaning and organization meeting** at the end of each semester and to help move lab supplies from Gittings to Koffler if needed.
33. **At the end of your contract period, you will need to turn in all keys you received from the Department of Physiology to Linda Baughn in Gittings room 102 and clean out your office.** It is important that you do both of these steps in a timely manner. If you need an office after your teaching duties end but you are still finishing your research work, please make arrangements with the course director.
34. **Policies and responsibilities contained within this document are subject to change.** Teaching Assistants will be given advance notice of any such changes.