

Application for BIOL 291 teaching apprentice in BIOL 101L or BIOL 102L (instructor Barbara Stegenga)

After filling in this form, download and save it, and then upload it in the college Online Learning Contract Management system.

Name: \_\_\_\_\_

Course in which you will serve as a teaching apprentice/assistant: \_\_\_\_\_

When did you take that course yourself?: \_\_\_\_\_

What grade did you receive in that course?: \_\_\_\_\_

How many times have you previously taken BIOL 291? (You may take BIOL 291 a maximum of three times): \_\_\_\_\_

If you have taken this course before, list the semesters and courses you helped with:

Describe your goals and expectations for this course this semester:

Expectations and requirements for your section of BIOL 291:

The work plan for **Biology 291** for **Biology 101 Lab** is as follows:

Apprentices help once a week in a scheduled lab for 2 hours and 50 minutes including when exams are administered.

Read the lab exercises in advance and be familiar with the day's planned activities.

Make sure the lab is set up and all supplies are ready. Materials should be arranged in the lab according to how the exercise runs and the lab rooms should be kept clean.

Circulate among all labs (if there are no other apprentices). Help students answer questions, and assist with directions and showing how to use equipment or other tasks the TA may need help with. The apprentice should stay in the lab(s) at all times and not be in the hall or prep room unless getting supplies. The Honor Code is in effect at all times and apprentices should remember that they have access to information that is not to be shared with laboratory students.

Apprentices do not grade assignments and cannot teach a lab without a TA present.

By filling in and uploading this document to the online learning contract management enrollment system, I acknowledge that I agree to undertake and fulfill the requirements listed above.