



COLLEGE OF
ARTS AND SCIENCES
Biology

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**THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL**

Learning contract for BIOL 292: Teaching assistant in biology (TA-ship for lecture courses)

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

Name:

PID:

Email:

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

When did you take that course yourself?: _

What grade did you receive in that course?: _

List the semesters in which you have taken BIOL 291 (Teaching apprentice in biology):

List the semesters in which you have previously taken BIOL 292, if any. (You may take BIOL 292 a maximum of three times): _

Describe your goals and expectations for this course this semester:

Expectations and requirements for your section of BIOL 292:

Time Commitment: TA work should average **no more** than 6 hours per week.

Duration of Contract: This assistantship will be from the first day of classes until three days after the end of final exams, unless released earlier by the course instructor.

Responsibilities of the TA:

- Attend training sessions specified by the course and /or the Biology Department.
- Prepare teaching materials and lead 2 **recitation session(s)** per week.
- Assist lecture professors with proctoring, grading, record maintenance, and photocopying and scanning of exams, quizzes and other class materials according to instructions
- Grade exams, quizzes, assignments, and other assignments, making them available to students within a reasonable time period. TAs must complete the online FERPA training (<https://sakai.unc.edu/portal/site/unc-ferpa-training>) if not previously completed.

- Maintain grades and records for all your students and make them available to course coordinator as needed.
- Maintain a record of your class activities, attendance, and notes indicating topics covered and names of students who need special attention.
- Help prepare curricular materials for recitations.
- Hold office hours as needed for students (by appointment if requested). Send out announcements as necessary. Respond to students by email in a timely fashion (within a day or two). Send notes of encouragement and advise as needed.
- Hold all recitations at scheduled time. If you aren't able to hold a recitation session due to unforeseen circumstances, you must try to find a replacement and contact the course instructor ASAP.
- Attend lectures, if applicable

Responsibilities of Course Instructor:

- Meet with TA for training and to discuss specific responsibilities/expectations prior to the first day that UIA teaches.
- Be available to TA for assistance concerning course content, criteria for exams and grading, and any special problems.
- Meet weekly or as needed with TA for course planning sessions.
- Meet to evaluate TA performance prior to the mid-term and end of semester and provide feedback.

Performance Standards:

The TA is expected to attend to the above responsibilities with skill and professionalism in demeanor and appearance. They should discuss problems or conflicts with the course instructor promptly, so that potential solutions may be found. If the UIA is not performing in a satisfactory manner, the course instructor will issue a verbal warning, followed by a written warning. Verbal and written warnings should be documented with department HR. Continued poor performance after a written warning can result in the termination of this contract.

Stipend:

Your stipend of \$1000 will be paid to you in monthly installments via direct deposit on the last business day of each month. You will receive 4 equal payments, either September through December for the Fall or February through May for the Spring. You are required to set-up a direct deposit account via ConnectCarolina. Payroll is processed through the Department of Biology. Questions about issues with pay should be directed to the department business manager, Logan Brackett (logan@unc.edu).

Eligibility & Early Termination:

You must be a fully-enrolled, degree seeking, on-campus student to remain eligible for this assistantship. If you become academically ineligible or leave this position prior to the completion of the semester, this will be considered an early termination of this contract. In the event of an early termination, whether for these reasons or for those stated above in "Performance Standards," you are entitled to payment for your services up to the day of the termination of the contract.

Equal Opportunity and Diversity:

The Department of Biology believes that diversity is crucial to our pursuit of academic excellence and is deeply committed to creating a diverse and inclusive community. We support UNC's policy, which states that "the University of North Carolina at Chapel Hill is committed to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression."

Your course instructor should be your first point of contact for questions or concerns you may have during your assistantship. If you feel you need to reach out to someone else in the Department, the following contacts are available to help you:

- Corey Johnson, Associate Chair for Academic Affairs - johnsonc@bio.unc.edu
- Amy Gladfelter, Associate Chair for Diversity & Inclusion - amyglad@email.unc.edu
- Logan Brackett, Associate Chair for Business Administration - logan@unc.edu
- Jennifer Mackey, HR Specialist - jmackey@email.unc.edu
- Summer Montgomery, Undergraduate Student Services - sundance@unc.edu

If any issue arises in your workplace that makes you feel uncomfortable and you need help from outside the department, [Safe At UNC](#) and [The University Ombuds Office](#) are both valuable resources.

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.