

Application for BIOL 292 teaching assistant in BIOL 101L or BIOL 102L (instructor Barbara Stegenga)

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

Name:

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:

Provide evidence that you have completed the online training about student privacy (FERPA) <http://registrar.unc.edu/academic-services/uncferpa/ferpa-instructions/>

Teaching assistants meet once a week in a scheduled lab with students for 2 hours and 50 minutes. TAs are required to attend prep sessions on Friday afternoons at 1:30pm to be eligible to teach.

Each week the teaching assistant will teach a lab section and supervise the intern assigned to the lab. Teaching the lab includes giving a brief pre-lab lecture and then working with groups at each bench as they go through the exercises. Labs must be kept clean and grades must be updated each week. Teaching assistants are responsible for meeting with other TAs to make tests and are required to grade several different assignments. The Honor Code is in effect at all times and undergraduate teaching assistants should remember that they have access to information that is not to be shared with laboratory students.

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.

Additional information

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.