



COLLEGE OF  
ARTS AND SCIENCES

Biology

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THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

## Application for Biology 292 Teaching Assistant for Biology 101L (instructor Barbara Stegenga)

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

Email: \_\_\_\_\_

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

When did you take this course yourself? \_\_\_\_\_

What grade did you receive in this course? \_\_\_\_\_

How many times have you previously taken BIOL 292? (You may take BIOL 292 a maximum of three times):  
\_\_\_\_\_

If you have taken this course before, list the semester and courses you helped with: \_\_\_\_\_

Describe your goals and expectations for this course this semester:

### Expectations and requirements for your section of BIOL 292:

Each week the teaching assistant will teach lab and supervise the intern assigned to the lab. Teaching lab includes giving a brief pre-lab lecture and then working with student groups 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 different assignments. The Honor Code is always in effect and undergraduate teaching assistants should remember that they have access to information that is not to be shared with students.

Teaching apprentices meet once a week in a scheduled lab with students for 2 hours and 50 minutes. Friday afternoon prep meetings at 1:30pm are required to be eligible to teach.

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:**

**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 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](mailto: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:

- Amy Maddox, Associate Chair for Academic Affairs - [akshaub@email.unc.edu](mailto:akshaub@email.unc.edu)
- Kevin Slep, Associate Chair for Diversity & Inclusion - [kslep@bio.unc.edu](mailto:kslep@bio.unc.edu)
- Logan Brackett, Associate Chair for Business Administration - [logan@unc.edu](mailto:logan@unc.edu)
- Jennifer Mackey, HR Specialist - [jmackey@email.unc.edu](mailto:jmackey@email.unc.edu)
- Summer Montgomery, Undergraduate Student Services - [sundance@unc.edu](mailto: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.

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