



COLLEGE OF
ARTS AND SCIENCES
Biology

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THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Application for BIOL 292 teaching assistant in BIOL 252L (instructor Dr. Corey Johnson)

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: BIOL 252L

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/>.
- Total time commitment should not exceed 4-5 hours per week.
- Work within one lab section of BIOL 252L (~2-3 hrs per week). Specific lab assignments will be worked out in concert with other teaching assistants prior to the start of the semester.
- Prepare for teaching. Although curricular materials are pre-made, you must become proficient in the course material and the approach to teaching it.
- Communicate with the Lab Director and other teaching staff through Slack.
- Grade 3 student quizzes in conjunction with the other teaching staff.
- Assist lecture professors with proctoring, grading, record maintenance, and photocopying of exams, quizzes and other class materials according to instructions.
- Commit to work towards the education of all students but not to exceed your expected workload.

The course grade will be based on the following criteria:

- **50%:** Written proposal for a learning activity that incorporates active student involvement designed to teach the anatomy of a particular body system
- **50%:** Final exam: self evaluation essay

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 6-8 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 (January-May for spring semester; August-December for the fall semester). 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's graduate student services manager (kenlyn@email.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.

Community, Climate, and Culture:

The Department of Biology believes that community, climate, and culture are crucial to our pursuit of academic excellence and is deeply committed to creating and maintaining an inclusive, welcome community. We support UNC's mission to "discover, create, transmit, and apply knowledge to address the needs of individuals and society." Per the UNC Policy Manual, "accomplishing the former—addressing the needs of individuals—requires that each be treated as an individual deserving of dignity and inclusion."

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
- Kevin Slep, Associate Chair for Community, Climate, and Culture- kslep@bio.unc.edu
- Derek Cain, Associate Chair for Business Administration- dlcain@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.