

**Course-Related Expectations for NSCI 6020 Teaching Assistants (TAs)**

- 1. Attend and assist in labs.** Meet with the course director two days prior to each lab to pin specimens and set up the labs. Arrive to all labs 20 minutes early to help uncover specimens. During labs, assist in answering student questions and check-in with students as they work through the stations. After labs, put specimens away and clean up the lab space. If the material is unfamiliar, review it prior to the session and reach out the Course Director with any questions or concerns.
- 2. Attend and assist in workshops.** Attend workshops and help answer student questions during the workshops. If the material is unfamiliar, review it prior to the session and reach out the Course Director with any questions or concerns.
- 3. Attend class if you are not confident in the material.** Attending lectures is optional; however, if you are not confident in the material, you are strongly encouraged to attend lectures to review the content. It is also essential to use time outside of class to review the course content prior to labs, workshops, and office hours.
- 4. Assist with exam set up.** Meet with the course director the day prior to each exam to take down labs and set up the practical exam. This includes pinning specimens, cleaning the lab space, and putting away unused specimens.
- 5. Proctor exams.** Proctor lab exams. Arrive at least 20 minutes prior to the exam start time to set up the exam, including putting specimens and question slides out. Keep an eye out for wandering eyes during the exam. Prevent over-crowding at lab stations. If there are any concerns about cheating, please let the Course Director know immediately. Collect and alphabetize exams.
- 6. Hold weekly office hours.** Select a time to hold office hours on a weekly basis. Office hours may be held in the lab or in the space outside the Course Director's office (Given C450). TAs are also encouraged to offer extra review sessions or question and answer session prior to exams.
- 7. Assist in preparing any needed dissections for the course.** Sometimes needs arise for new specimens. In the case that a new specimen is needed for the course, TAs are expected to assist in dissecting brain specimens to develop any necessary prosections.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_