



Description of the Graduate Research / Teaching Assistant Program

Mission

The purpose of this program is to enhance graduate students professional development with teaching opportunities while also supporting AU's and the departments teaching, research and service needs and mission. Such experience is especially valuable for graduate students who plan to seek academic careers.

Overview

Graduate students will be selected as Graduate Research / Teaching Assistants through an application process and approval by the undergraduate department and The Graduate School. A minimum teaching assignment would be one laboratory section per semester (e.g. BIOL 1107 Principles of Biology I). Additional laboratory sections per semester may be possible for interested students. To fulfill the teaching expectations for the Graduate Research/Teaching Assistantship, the graduate student is expected to commit approximately eight hours per week for preparation, training, teaching, and grading per undergraduate laboratory section assigned. Graduate students will report to both the Laboratory Coordinator and an assigned faculty mentor in the department offering the course (Department of Biological Sciences) who will provide oversight, guidance and mentoring.

Expectations

Each week the Graduate Research/Teaching Assistant will meet with the Laboratory Coordinator to discuss the details of upcoming experiment and with their faculty mentor in order to effectively coordinate teaching efforts in both lecture and lab. The graduate student is responsible for:

- Confirming that proper materials and equipment preparations have been carried out prior to the scheduled laboratory time
- Providing a thorough introduction to the day's experiment at the beginning of the regularly scheduled lab time
- Supervising the undergraduate students as they work during the laboratory session
- Making appropriate assignments of any lab reports
- Collecting and grading lab reports and assignments according to the standardized rubric provided by the Lab Section Coordinator
- Reporting all grades to the assigned faculty mentor in a timely manner
- Ensuring suitable availability to students, in lieu of traditional office hours, through appointments and email correspondence (with response time <24 h)

The laboratory coordinator will conduct a midterm and end of term evaluation of the services rendered and communicate in writing the substance of these reviews to the graduate student. Each program should establish its own criteria, but these may include: prompt, efficient, and accurate completion of assigned tasks; ability to work independently and effectively once tasks are explained; ability to analyze problems and find solutions; cooperation with supervisors and other faculty; interactions with undergraduate students; and professional behavior. Identification of strengths and constructive opportunities for growth can be discussed in the performance feedback review. A copy to the performance evaluations should be shared with the assigned faculty mentor and head laboratory coordinator in the department offering the course and with the Dean and Vice Dean of TGS.

<u>Weekly Duty</u>	<u>Estimated Time Commitment</u>
Meet with Laboratory Coordinator	~1-2 hr
Meet with dept. faculty mentor	~1 hr
Teach laboratory session	~2-2.5 hr per laboratory session
Preparation and grading	~2 hr
Availability to students	~1 hr
Expected commitment	~8 hr/wk total

In addition to teaching expectations, biomedical science PhD students must fulfill their research commitment as required by their program, their research course credit hour enrollment and by the conditions of the research portion of their Graduate Research/Teaching Assistantship. Each Graduate Research/Teaching Assistant who participates in this teaching opportunity will have the teaching portion of their stipend covered by The Graduate School and the Research portion covered by their research mentor (or other previously agreed upon funding source).

Eligibility

To be eligible for consideration of this teaching opportunity, the graduate student must be enrolled full-time (12 credit hours) in a biomedical science PhD program at AU.

In addition, they must:

- have successfully completed the first year of the biomedical science PhD program
- have successfully completed (passed) their comprehensive exam
- be in good academic standing
- have the permission and support of their biomedical science PhD mentor (as articulated in a formal letter of support)
- commit to fulfilling these teaching responsibilities throughout the entire academic semester

Application Process

Complete the attached application and submit to Emily Crider in The Graduate School, along with a letter of support from your principle investigator. After an initial screening of applications, selected applicants will be asked to interview with the Chair of the department and the faculty mentors for the course of interest. Final Selections will then be made and candidates will be notified via an official offer letter. Training activities will be required and selected candidates will be informed of designated dates and times when a schedule is confirmed.



AUGUSTA UNIVERSITY

THE GRADUATE SCHOOL

*Application: Graduate Student Teaching Opportunity
Course: Laboratory section of BIOL 1107 – Principles of Biology I*

Student's Name

Student ID number

AU email address

Office or lab phone

Cell phone

Campus mailing address

Name of Principle Investigator

Phone # for Principle Investigator

Undergraduate degree title

Undergraduate institution

Current graduate program at AU:

Number of years enrolled in your current graduate program

Expected graduation date

List the courses (and credit hours for each) you will be enrolled in concurrent with this teaching experience:

Is English your native language? Yes No

If not, please indicate your level of reading and speaking English.

Summarize any previous teaching experience (give approximate dates).

List any courses (undergraduate or graduate) that you had that you feel prepare you to teach this lab course.

Why do you want to participate in this teaching experience?

Reflect on one or more graduate student teaching assistants you encountered during your undergraduate experience. (If you have no experience with graduate student teaching assistants then you may refer to any previous lab instructor.)

Explain one or more characteristics you observed that you thought were especially effective or that made a positive impression on you.

Conversely, elaborate on one or more characteristics that you found to be ineffective.

In order to schedule effectively it is important to know which of the scheduled lab times conflict with other mandatory events in your schedule.

Fall Semester 20

Spring Semester 20

- Place the letter **P** in one or more time blocks you would **PREFER** to teach in
- Place the letter **A** in one or more additional time blocks where you are **AVAILABLE**
- Place the letter **C** in one or more time block where you have a **CONFLICT** and would be unavailable.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 10:00 AM					
10:00 AM – 12:00 PM					
1:00 PM – 3:00 PM					
3:00 PM – 5:00 PM					

Thank You!

Please submit completed application to:

Emily Crider

The Graduate School - CJ 2201