

1st Year LAB MARKER TA

All 1st Year Lab Marker TAs must attend paid TA training on the first Friday of the term regardless of previous experience. An email will be sent a few days in advance to assign a time and room. In addition, some paid online training may be required.

Duties:

- Make a written notation of receipt of each student's lab report in the log book before grading commences
- Grade the assigned lab reports and return them to the Lab Instructor one day prior to the next lab session
 - You may take the lab reports home provided confidentiality is maintained.
 - You will mark approximately 40 lab reports per week. Some weeks will require less than 3 hours and others will be more than 6 hours.
 - You may be assigned more or less lab reports than your assigned lab section to make the number equivalent between all first lab markers. Exact numbers will be assigned by the Lab Coordinator after the course add/drop date.
- Give written feedback to the student when marks are deducted. Note that failure to do so will result in reports being returned to you to be re-graded.
- Record grades in log book along with any relevant comments;

Expectations:

Student Assistant Lab Markers are expected to:

- attend TA training on the first Friday of the term (exact time and location TBA).
- be skilled and knowledgeable in the subject areas, and possess competent math skills;
- be competent with the experiment procedure and related calculations;
- be punctual, motivated, and empathetic;
- handle student grades and answer keys in a confidential manner (copying or taking pictures of answers keys, showing them to students or relaying information contained within them is strictly forbidden);
- report any potential academic dishonesty to the lab instructor (who will deal with any issues arising)

Minimum Requirements:

- A minimum grade of B- must be attained in both General Chemistry I and II or permission of the instructor.
A full unofficial transcript is required when submitting your application.

Duration and Pay: 36 hours total (undergraduate TA) or 48 hours total (graduate TA)

- Distribution of hours to be agreed upon between student and technician supervisor.
 - A TA must not work more than four prep hours (undergrad) or six prep hours (grad student) in any calendar week unless it was agreed upon via email at least two weeks in advance by both the student and technician and the Chair and Lab Instructor were cc'd on the email.
 - Prep may not be done 30 minutes before lab time or outside of normal business hours.
 - Students may not volunteer additional hours for prep duties.
- Paid according to SMU's Payroll Teaching Assistant/Student Marker/Demonstrator [Schedule](#) for the term hired.