

General GUIDELINES for Undergraduate Lab Assistants

1. Be prompt. Come to class at least 5 minutes before class starts and stay 5 minutes after.
2. You're expected to prepare for class ahead of time. Bring texts, handbooks, all needed course materials to class and come prepared to assist students as they learn the material. Come to class with a notebook or folder, with answer keys.
3. Your responsibility during class time includes taking attendance, monitoring exams and assisting students with their daily group activities. Your lead instructors may have additional duties for you.
4. You need to circulate and actively work with students during class time. Please discuss with your instructor your duties for the course. Class time should be focused on helping students with class activities.
5. If a student has a concern about grades, attendance policy, etc., please discuss these issues with the lead instructor first or direct the student to the instructor. If you, yourself, have questions about class policies, procedures, content, or technology, you need to discuss these issues with the lead instructor outside of class time. At NO TIME is it acceptable for you to question or contradict the lead instructor during class in front of students.
6. You are expected to know and be able to use the technology used in the course. Weekly or biweekly training sessions will be offered for technology training during the semester. You need to attend these if you are not fluent with the technology.
7. You need to be aware of the course policy and syllabus of your course.
8. You need to attend the special meeting for lab assistants on the Wednesday before classes start. At this meeting, you will meet with your lead instructor and learn about course policies and your duties as assistant. For Fall 2015, the date is August 26. Please see the attached schedule for meeting times.