

General GUIDELINES for Undergraduate Lab Assistants

1. Please be prompt. Come to class at least 5 minutes before class starts and stay 5 minutes after.
2. We expect you to come to class prepared to assist students with any questions they may have concerning in-class activities, course content, homework, and technology. You are enrolled in a special Blackboard MATH 10041 Introductory Statistics Lab Tutor Course that contains all materials for the course, including answer keys to the in-class activities, technology guides for each chapter, and videos for learning how to use the graphing calculator. Please make use of these materials as you prepare for class.
3. Your responsibility during class time includes taking attendance, monitoring exams and assisting students with their daily group activities, homework questions, and the use of technology. 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. Please see the "Technology Guides" folder in the Blackboard course.
7. You need to be aware of the course policies on the syllabus of your course.
8. We'd like you to attend the special meeting for lab assistants at 10:30 in 319 MSB on Thursday before classes start. At this meeting, you will meet with your lead instructor and learn about course policies and your duties as assistant. If your attendance is not possible, please watch for an email from your lead instructor and try to come to class early on the first day.