

Teaching Assistant Guidelines

At Georgia State University our ASTR 1010 and 1020 lab science classes are set up with a faculty Instructor of Record and with a Graduate Teaching Assistant (TA). The faculty instructor has total responsibility for their classes and teaches the lecture part and the TA teaches the laboratory portion of the course and keeps the Instructor informed of any issues that occur in a lab section associated with their class. If a lab student has special needs the instructor should be notified how the TA will handle this. Any communications, such as emails sent from a TA to a student should be copied to the instructor. This helps everyone to be in the loop of what is happening in lab classes. At the end of each term you will send a copy of your excel grade sheets to each instructor for whom you are a lab TA. Overall administration of the labs is coordinated by the faculty lab administrator, Dr. Wilson, and day to day lab administration will be performed by the graduate student lab coordinator Bokyoung Kim.

As part of your lab teaching it is expected that you will;

- Be prepared for lab before arriving for class,
- Arrive to lab class 5 minutes early,
- Open lab class with a 5 to 10-minute presentation,
- Move around the room and answer student's questions,
- Maintain a pleasant classroom climate,
- Grade student's lab work and return it to the students by the next time that section of lab meets,
- Update the excel grade sheet for each lab section weekly. (A template sheet will be sent to you.)
- At the end of each term send a copy of each lab section's excel grade sheet to the instructor(s) of record and to the faculty lab administrator, Dr. Wilson.
- If you are running late to lab or need to miss a lab class for any reason, be sure to contact another TA to cover for you. Also notify the Graduate Lab Coordinator, Bokyoung Kim, of your absence and tell her who is covering your lab class.