

## **Lyman Briggs College**

### **UGLA Job Description – *Biology***

1. Undergraduate Lyman Briggs students are chosen to help in the biology program under the following criteria:
  - a. Recommendations from faculty and graduate students in Lyman Briggs.
  - b. Interest in teaching.
  - c. 1) Prior course work in biology. 2) Grade point average in science and non-science courses.
  - d. Probable contributions to the Briggs biology program.
2. UGLA's are expected to perform approximately 10 hours of service per week, including registration and finals week, but excluding preparation, proctoring, etc. The 10 hours per week may involve working three 3-hr laboratory sections and attending a 1-hour lab meeting each week.
3. Although as much flexibility as possible is used in making UGLA assignments, the final decisions of when a UGLA will work and under whom is the ultimate responsibility of the senior staff member in charge of the course. Assignment of responsibilities may be delegated to the graduate student(s).
4. Ordinarily there are one or more graduate students assigned to a course. The UGLA's assigned to that course are within the graduate students' realm of responsibility.
5. Most UGLA's will be assigned to laboratory sections which correspond to biology courses, or independent studies. When on duty during any one of the assigned times the UGLA will be expected to:
  - a. Meet, take attendance and instruct students who come to the laboratory.
  - b. Check the notebook for specific instructions pertaining to the lab.
  - c. See that adequate supplies are available for the current and next lab period.
  - d. Set up or help set up labs at the beginning of the lab week.
  - e. To observe, check and give informal evaluations of lab reports, slides and techniques, as may be sought by the student, or assigned by the graduate student(s) in the course.
  - f. Answer questions pertaining to course material.
  - g. Help proctor hour exams for the course assigned as needed.
  - h. Grade (mark) objective parts of hour exams, worksheets and papers under the supervision of graduate teaching assistant or faculty.
  - i. Observe all laboratory safety rules and help alert students to safety hazards.
6. Coverage of labs during scheduled recruiting events will be required, when LA has the stated time available and is appointed to cover a scheduled time slot. Return all information request forms to Tour Coordinator by stated date.