

## **Protocol 1032 Teaching Assistants for GSSIMR Courses**

**Protocol Number: 1032**

**Effective Date: 5/30/18**

**Revised Date:**

### **Protocol**

GSSIMR Course Teaching Assistant opportunities are part of the co-curricular program. Co-curricular programs are learning activities that complement the formal curriculum. Programs identified as co-curricular align with and augment the curricular goals stated in the Core Competencies. These programs are not credit bearing and they serve to enhance the academic program. Predoctoral researchers enrolled in the GSSIMR program can serve as a teaching assistant in GSSIMR module courses. Teaching assistants must participate in planning activities, assessment activities, and teaching components.

### **Teaching Assistant Definition (Names included in the module syllabus)**

1. Predoctoral researcher (minimum requirement: currently enrolled in a Ph.D. program and supervised by GSSIMR faculty)
2. Postdoctoral researcher or senior scientist in the lab of a GSSIMR faculty (minimum requirement: earned a Ph.D. or its equivalent)

Names of proposed teaching assistants (TAs) must be submitted by course organizers to the GSSIMR office \_\_\_\_ (when) \_\_\_\_, along with a TA's current Biosketch or CV. Postdoctoral researchers and senior scientists must also submit an official transcript that shows the Ph.D. (or equivalent) was awarded. The GSSIMR office will verify the academic credentials of the TA to determine if they meet the minimum requirements.

Course organizers are required to confirm with the GSSIMR office that each TA is involved in at least one action under "Planning Responsibility" and "Assessment Responsibility" and two actions under "Teaching Commitment."

1. Planning Responsibility
  - a. Participate in assignment planning
  - b. Provide input in the planning of lab experiences
  - c. Provide input for assignment planning for future modules
2. Assessment Responsibility
  - a. Grade assignments
  - b. Provide assessment of predoctoral researchers to course faculty
3. Teaching Commitment
  - a. Prepare for classroom activities, including reading all required articles
  - b. Attend all lectures for the duration of the assigned section

- c. Provide assistance to predoctoral researchers beyond lectures and demonstrating equipment
- d. Provide lab supervision and interact with individual predoctoral researchers in lab
- e. Lead journal club discussions
- f. Assist predoctoral researchers with interpretation of lab results and preparation of presentations

**Guest Lecturer Definition (Names included in the module syllabus)**

- 1. Scientist other than GSSIMR faculty who is delivering a one-day lecture in a module and has no assessment role in the module (Ph.D. or equivalent is required for all guest lecturers.)
- 2. Lab member who is giving a lab tour and has no assessment role in the module
- 3. Lab member who is giving an equipment demonstration and has no assessment role in the module

**Lab Support Definition (Names not included in the module syllabus)**

- 1. Provides support for predoctoral researchers and faculty in the lab component of the module
- 2. Provides occasional assistance directly to the predoctoral researchers in the lab component of the module
- 3. Provides lab set-up including making solutions, growing stocks, prepping examples, etc.
- 4. Does not serve as the lead in the lab component of the module
- 5. Does not have an assessment role in the module