Chemistry Department Teaching Assistant Description

Teaching assistants in the chemistry department supervise and teach recitations and laboratories. A ½-time position generally translates into 8 contact hours weekly: two one-hour recitations and two 3 hour laboratories. It is necessary for teaching assistants to prepare for teaching labs and recitations. In addition, teaching assistants 1) grade recitation quizzes, lab reports, homework, and exams; 2) hold office hours; 3) attend weekly staff meetings; 4) proctor exams. TAs are expected to work 20 hours per week for a ½ - time position and 10 hours per week for a ¼ - time position.

Qualifications:

For consideration, candidates must possess the following qualifications:

- Strong communication skills
- At least one full year of college chemistry; preference will be given to candidates with more courses
- International students MUST take the ISU OPI/TEACH and earn a score of 1 or 2
- Score of 60% or higher on a general chemistry exam (see below for details); applicants with an undergraduate degree in chemistry or biochemistry are exempted from the exam
- Strong interpersonal skills and the ability to work as part of a team
- Strong professional skills
- Must attend TA training from August 10th to August 19th; the training is 8 hours on each week day.
- Must be available for teaching responsibilities for the entire semester - THROUGH the end of finals week.

Responsibilities:

- Attend TA training on weekdays from August 10th through August 19th (weekdays only).
- Prepare for recitations and laboratories – this includes carefully learning material that you are unfamiliar with
- Teach laboratory and recitation sections
- Follow and enforce all safety rules in the laboratory
- Grade homework, lab reports, quizzes, and exams according to the directions provided by the course instructor
- Hold office hours in the general chemistry help center
- Proctor exams
- Attend weekly staff meetings

Compensation for ½-time TA positions (20 hours per week):

- Graduate students in a Masters degree program: $2016 per month plus ½ graduate tuition
- Graduate students in a Ph.D. program: $2016 per month plus full graduate tuition

Application Process

1) Please complete the attached application and submit it by June 15th to 1608 Gilman or isuchemistry@iastate.edu
2) For applicants who do not have an undergraduate degree in chemistry or biochemistry: the general chemistry exam will be administered on Friday May 6th at 10:00 am and June 10th at 10:00 am. The test will be given on campus, you must be present to take the exam. The exam will be delivered on Blackboard Learn and covers material taught in a full-year U.S. general chemistry course for physical science majors. Topics covered: Principles and quantitative relationships, stoichiometry, chemical equilibrium, acid-base chemistry, thermochemistry, rates and mechanism of reactions (kinetics), changes of state, solution behavior, atomic structure, periodic relationships, chemical bonding (Lewis structures, VSEPR theory, and hybridization), and significant figures.

Questions about the application process should be directed to:

- Joe Burnett joechem@iastate.edu 515/294-7815
Iowa State University  
Chemistry Department  
Graduate Teaching Assistant Application

All Ph. D. students are eligible.  
ONLY Masters students in the College of Liberal Arts and Sciences (LAS) are eligible.

I. PERSONAL INFORMATION

Date: ______________________

Name: ______________________________________________________________________________________

Last                                   First                                    Middle Initial

ISU Email Address: _______________________________  Alternative email: ____________________________

Local mailing Address:_________________________________________________________________________

Local Phone Number: _____________________________

International Students, OECT scores:  OPI _____TEACH____

II. ACADEMIC INFORMATION AT ISU

Degree program, check one:   ______ Masters         ____ Ph.D.

Department:  _____________________________________________ College: __________________________

Where did you obtain your undergraduate degree?  ________________________________________________

What was your undergraduate major?  ______________________________________

What was your undergraduate minor?  ______________________________________

Are you available to attend TA training in August, the two weeks before classes start?  ____Yes  ____No

List college level chemistry courses that you have taken (include the name of the course and your grades):

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

III. TEACHING ASSISTANT QUALIFICATIONS

What are some of the qualities you possess that would make you a successful teaching assistant?

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___________________________________________________________________________________________

___________________________________________________________________________________________

International Students, TOEFL iBT scores:

<table>
<thead>
<tr>
<th>Reading</th>
<th>Listening</th>
<th>Speaking</th>
<th>Writing</th>
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Describe any previous teaching or teaching assistant experience; please include the name of the institution and the language that your course was taught in.

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Do you prefer a \( \frac{1}{4} \) TA (10 hours per week) or a \( \frac{1}{2} \) TA position (20 hours per week)?

___________________________________________________________________________________________

If only a \( \frac{1}{4} \) TA position is available, are you willing to accept it?

___________________________________________________________________________________________

IV. REFERENCES

Please include the name, title, e-mail and telephone number for two professional references. At least one reference from an Iowa State University faculty or staff person.

A. _________________________________________________________________________________________

___________________________________________________________________________________________

B. _________________________________________________________________________________________

___________________________________________________________________________________________

Signature: ____________________________________________ Date: ______________________

Questions? isuchemistry@iastate.edu (515) 294-6361 1608 Gilman, John Burright, Joe Burnett, or Jesudoss Kingston

Please return isuchemistry@iastate.edu or 1608 Gilman by 4:00 PM on July 5