

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 9th to August 18th; 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 9th through August 18th (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 July 3, 2017 to 1608 Gilman or isuchemistry@istate.edu
- 2) For applicants who do not have an undergraduate degree in chemistry or biochemistry: the general chemistry exam will be administered on Thursday May 18th at 2:00 pm and June 8th at 2:00 pm. The test will be given on campus, you must be present to take the exam. The exam will be delivered on Blackboard Learn or on paper 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 _____

International Students, TOEFL iBT scores:				
Reading	Listening	Speaking	Writing	Total

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, August 9 - 18? ____ Yes ____ No s

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?

Describe any previous teaching or teaching assistant experience; please include the name of the institution and the language that your course was taught in.

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,
Joe Burnett

Please return isuchemistry@iastate.edu or 1608 Gilman by 4:00 PM on June 15th