**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 8th to August 17th; 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 8th through August 17th (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: $2152 per month plus ½ graduate tuition
- Graduate students in a Ph.D. program: $2152 per month plus full graduate tuition

**Application Process**

1) Please complete the attached application and submit it by June 15th, 2018 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 **tentatively set** for Monday May 7th 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 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:**

- Adam Wade amwade@iastate.edu 515/294-6361
All Ph. D. students are eligible.  
ONLY Masters students in the College of Liberal Arts and Sciences (LAS) are eligible.  
Attach your resume to this application

I. PERSONAL INFORMATION

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, August 8 - 17? _____ 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?
___________________________________________________________________________________________
___________________________________________________________________________________________
Describe any previous teaching or teaching assistant experience; please include the name of the institution and the language that your course was taught in. **If you have served as a teaching assistant previously, include your teaching evaluations.**

Do you prefer a ¼ TA (10 hours per week) or a ½ TA position (20 hours per week)?

If only a ¼ 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, Adam Wade

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