



Fall 2019
Breakout Session “Being a TA in the Science Lab.”

A CHECKLIST to get help you get started!

Before the semester begins

- I have attended the TA- oriented breakout session(s) at GSO
- I know my department and program
- I know the location of my department (the building, rooms, labs)
- I've met the Graduate Coordinator (or Department Secretary) of my program
- I've signed my CONTRACT
- I know my specific duties as a TA
- I've met other TAs (new and existing TAs)
- I have met the instructor for the lab and/or the Lab Coordinator
- I've attended the Departmental Orientation (if applicable)
- I have my keys/swipe cards for the teaching lab. rooms
- I have a copy of the Lab Manual or TA manual (if applicable)
- I've the syllabus of the course that I will be teaching (from department or instructor)
- I am getting to know the Blackboard platform as a TA

Before my first lab as a TA

- I have the keys and instructional materials (syllabus, books, handouts, slides, etc.) ready
- I have the laboratory materials (equipments, softwares, chemicals, etc.) ready
- I practiced the lab works/experiments for the week
- I know the specific equipments and materials involved in the lab
- I am aware about laboratory safety
- I plan to do the lab by myself before I teach it (time and resource permitting)
- I plan to attend a lab that's early in the week

My First Lab as a TA

- I look professional
- I've arrived early to greet my students
- I have checked the technology (Av equipments, projectors, etc)
- I've checked all the safety gears and SDS associated
- I plan to introduce myself and get to know my students
- I will review my syllabus and class policies
- I will clean up after lab is done

Questions?

Please contact

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