

Undergraduate Teaching Assistants

The Organic Chemistry 321/321L and 322R/322L course sequence is required of all students who are chemistry, biology, or pharmacy majors or who are in the pre-medicine or pre-dental tracks. Students majoring in engineering, physics, environmental studies and geology may also take these courses. The laboratory that accompanies each of the lecture courses is intended to supplement and reinforce concepts that are taught class. While a faculty member is responsible for overseeing the laboratory sections, graduate and undergraduate students are employed as teaching assistants (TA).

Duties

In the organic chemistry laboratories, TAs are assigned between one and three laboratory sections that each consists of 16 students. For each section, the TA duties include:

- Attending a two-day TA training session before the beginning of the semester
- Attending a weekly one-hour TA meeting
- Preparing a pre-lab lecture on a rotating basis
- Supervising one to three laboratory periods each week
- Grading laboratory reports on a rotating basis
- Recording laboratory report grades for your students in Blackboard
- Proctoring two two-hour long examinations on two Saturdays
- Creating a positive laboratory experience for the students
- Providing feedback and assistance to the course instructor as requested
- Ordering chemicals and prepare reagents for assigned laboratories
- Maintaining a safe and clean laboratory environment
- Enforcing all safety regulations
- Preparing hazardous waste disposal forms for assigned laboratories and present to instructor
- Cleaning up laboratory after each section
- Maintaining two office hours per week
- Maintain student record confidentiality

Minimum Qualifications

1. Must have successfully completed the Chemistry 211/212 General Chemistry sequence with accompanying laboratories.
2. Must have successfully completed the Chemistry 321/322 Organic Chemistry sequence with accompanying laboratories at UMKC.
3. Must have successfully completed the Chemistry 311 or be concurrently enrolled.
4. Must have a 3.0 cumulative GPA.
5. Must have achieved junior standing (60 college credits)
6. Must be available and agree to work for the entire semester.

Upon completion and submission of the application below, please bring the following: a complete transcript and a resume containing career goals, any previous jobs held, internships, chemistry classes taken, student organizations, honors, etc. to:

**Dr. Andrea Drew Gounev
Coordinator, Organic Chemistry Laboratories
510D Flarsheim Hall**

UMKC Department of Chemistry

Undergraduate Teaching Assistant Application Form

Application Year Semester Course Applying for

How many sections of lab do you wish to be considered for?

Name (Last, First MI)

Student ID Number

Phone Number

Fill in your grades for any Chemistry courses you have completed.

Chem 211 Chem 211L

Chem 212R Chem 212L

Chem 321 Chem 321L

Chem 322R Chem 322LR

Chem 311 Chem 341

Have you earned at least 60 credit hours (junior status)?

What is your cumulative (overall) GPA?

Name of faculty member who will recommend you

Name of GTA who will recommend you

Why do you want to be an undergraduate TA? (Write a short paragraph explaining why you would like to be a TA, and why you feel you would be an asset to the position.)