Coordinator: Rachel Wostl  
Email: rlwostl@uta.edu  
Office: LS236  
Office hours: T/W 2-3p

Course Information

Time and Place of Class Meetings
BIOL 1441/1333 Lab: LS 200, 201, 202, 203, 205, and 207  
BIOL 3427 Lab: LS140

Description of Course Content
Allows students the opportunity to apply introductory biology concepts in a teaching environment. Students will help facilitate biology teaching laboratories for undergraduate students. Undergraduate assistants work closely with graduate teaching assistants, help with the instruction of undergraduate students, assist in the preparation and clean-up of labs, and help with other duties necessary for laboratory function.

Prerequisite
BIOL 1441/1333 Labs: Upper classman with a 3.0 minimum GPA that has taken BIOL 1441 or equivalent and passed with a grade of B. Enrollment preference given to students that took BIOL 1441 at UTA. Prerequisites may be waved with permission from the course coordinator.

BIOL 3427 Lab: Upper classman with a 3.0 minimum GPA that has taken BIOL 3427 or equivalent and passed with a grade of B. Prerequisites may be waved with permission from the course coordinator.

Student Learning Outcomes
Students will gain leadership and mentoring skills, as well as experience useful for those interested in teaching or pursuing graduate studies.

Required Textbooks and Other Course Materials
No required material. Laboratory manuals and safety equipment will be provided.

Student's Responsibility
UGTAs play a critical role in the functioning of teaching labs. The students and their lab instructors depend on this support. Expect responsibilities in the classroom to take approximately 6 hours plus a 2 hour mandatory meeting each week. Attendance is absolutely required – your grade can and will be dropped if you are late to or miss meetings and scheduled time in lab without an excused notice. If you cannot attend your assigned time slot contact the course coordinator prior to being absent or tardy.

Specific responsibilities include:

1. **Assisting students enrolled in lab** – an important focus of duties will consist of being present in the classroom and available answer questions from students enrolled in the course.

2. **Lab prep** – UGTAs will be expected to come 10 minutes before the start of class to meet with their instructor and check the preparedness of the classrooms. Throughout the semester the coordinator will also assign specific prep duties that will occur during scheduled course hours.
3. **Lab cleanliness** – Expectation is that UGTAs will assist in cleaning classrooms and supplies. To support this expectation, you should plan to stay 10 minutes after the end of class to ensure room is ready for the next instructor. During the shift, you should be aiding in cleaning the lab: this will occasionally include washing dishes.

### Grading Information

You will be graded on your attendance to your assigned time slots and weekly meetings, as well as your engagement and proactivity during your scheduled shifts. Contact the course coordinator before you are going to be absent or tardy. You will be expected to make-up any missed time.

Your grade will be determined from the following:

- **Attendance**: were you present for every scheduled time or were there absences? Were you reliable?
- **Punctuality**: were you on time for prep, assisting, and clean-up?
- **Attentiveness**: Were you invested in the activities and responsibilities or were you distracted and inattentive? (sitting in the prep room is not acceptable)
- **Effort and enthusiasm**: were you prepared to assist with labs and were you engaged and encouraging with the students in your class?
- **Prep**: were labs properly prepped and all materials ready for class?
- **Clean-up**: were labs/prep rooms clean and dishes washed and put away?
- **Independence**: did you require supervision? The expectation is that you should be able to assist and complete all tasks without being told to do so.
- **Lab Safety**: you must complete all required safety training. Failure to do so will result in your dismissal from the labs/prep rooms and will affect your grade.

You will be assessed on the criteria above 2 x during the semester: a midterm evaluation and final evaluation. Included in this syllabus is a rubric detailing how the criteria are defined. **Only students who excel in all the above areas will receive an A.** This a 3 credit class. Plan to put in the same amount of effort here as you would into other 3 credit courses.

*Be aware* – If you fail to attend any meeting or lab shift without contacting the lab coordinator and receiving permission: if it is before the census date, you will be asked to drop the course, otherwise your grade will be lowered by 10 points. Any further misses or failure to meet expectations will lower your grade accordingly!

**If you are caught engaging in any of the following activities, you will automatically forfeit an A* in this course:**

- Withholding a change in your schedule that prevents you from attending your entire assigned shift
- Writing the wrong arrival time down on the sign-in sheet
- Leaving your shift early without permission and writing a false time-out
- Disclosing confidential information about the course to students not enrolled in BIOL 4388 Section 001.

*How low your grade is dropped depends on the type/ duration/ and severity of the offense.*
<table>
<thead>
<tr>
<th>Metric</th>
<th>Criteria</th>
<th>1st half of semester evaluation (Rate 1-10)</th>
<th>2nd half of semester evaluation (Rate 1-10)</th>
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</thead>
<tbody>
<tr>
<td>Attendance and punctuality</td>
<td>Were you present for scheduled lab sections*, or were there unexplained absences? Were you reliable?</td>
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<td></td>
<td>Were you on time for lab? Did you come 10 minutes early as required to prep and meet with lab instructor?</td>
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<td>Attentiveness and effort</td>
<td>Were you engaged in helping during lab? (e.g., were you active and available or were you sitting around in the prep room or on your phone?)</td>
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<td>Were you proactive in seeking tasks to do? Did you take the initiative to talk to students and help?</td>
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<tr>
<td>Prep and clean-up</td>
<td>Was your lab properly prepped with all your materials ready for class to begin?</td>
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<td></td>
<td>Did you put for the appropriate effort to help keep your classroom clean during and after lab?</td>
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<td>Did you stay (up to 10 minutes after lab was over) to ensure the class was clean and ready for the next section?</td>
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<tr>
<td>Independence</td>
<td>How much supervision did you require? Did you complete tasks competently without being monitored?</td>
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<td></td>
<td>Did you take initiative to attend to helping or did you always have to be assigned something?</td>
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<tr>
<td>Lab Safety</td>
<td>Did you complete all the prerequisite safety training and were you aware of and prepared for safety requirements?</td>
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* An unexcused absence for a shift or meeting will result in a grade of 0 for the corresponding evaluation. This will lower your grade by 10 points.
Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the Institutional Information page (http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Additional Information

Attendance
At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. For BIOL 4388 (1441/1333 or 3427 UGTA) attendance is mandatory. A 10 point grade reduction will be administered for an absence not cleared with the coordinator.

However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

Lab Safety Training
Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., Fall through Summer II) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

Emergency Exit Procedures
Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Success Programs
UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring by appointment, drop-in tutoring, etutoring, supplemental instruction, mentoring (time management, study skills, etc.), success coaching, TRIO Student Support Services, and student success workshops. For additional information, please email resources@uta.edu, or view the Maverick Resources website.

Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381