

TATT 605 (CHEM): Teaching Assistantship

Meeting times: Variable

Instructor of Record: Director of Graduate Studies (DGS)

Credit hours: 2 hours; Fall and Spring Semester

Course Description

TATT (CHEM) 605: Teaching Assistantship is a controlled, carefully monitored teaching opportunity intended to help students address intellectual problems and teaching strategies in chemistry. Effort in this course is closely supervised by a faculty member ("Lead Instructor") who provides continuing guidance and evaluation.

Each student enrolled in TATT (CHEM) 605 will receive a primary TA assignment of approximately 10 hours/week. TATT 600 is a pre-requisite for this course.

Grading

This course is graded on an S / U scale.

OVERALL GRADING CRITERIA

Satisfactory – Students who successfully complete all TA responsibilities for TATT 605 will receive an "S" grade. A mid-semester evaluation of "progressing well, no concerns" means the student is on track to receive an "S" grade at end of term.

Unsatisfactory - Students that do not complete all student responsibilities for TATT 605 may receive a "U" grade. A mid-semester evaluation of "some concerns, will need improvement" or "major concerns, needs significant improvement" means the student may not be on track to receive an "S" grade at end of term.

MIDSEMESTER EVALUATIONS

The Lead Instructor will be asked to complete a mid-semester evaluation for each student enrolled in TATT 605. Students will be evaluated using the following scale:

- **Progressing Well, no concerns**
- **Some Concerns, will need improvement**
- **Major Concerns, needs significant improvement**

The Lead Instructor is encouraged to provide comments, directed to the student, that elaborate on the evaluation. Comments are required for an evaluation of "some concerns" or "major concerns" and, in this case, must offer feedback that addresses steps the student may take to address the

concerns. Students are in turn required to carefully evaluate provided feedback and to work to address specific concerns.

Mid-semester evaluations will be shared with each student in a letter from the DGS. This letter will be placed in the students' electronic file shortly after the midpoint of the semester.

Timeline

Advance training for TATT 605 is offered during the annual Chemistry PhD program orientation. Students will be advised of the timing and their specific training requirements by their assigned lead instructor. The timing of activities related to the TA assignment will be variable and, in most cases, will include the meeting time for the course for which the student is serving as TA. Students should work with their lead instructor to determine their full schedule of TA activities.

Attendance

TA assignments for TATT 605 comprise about 10 hours of effort per week. Laboratory TAs may be required to occasionally contribute more than 10 hrs/week to assist with exam grading. The expectation is that lead instructors will balance this requirement with a lower workload in other weeks. TAs should attend to specific attendance guidelines set by the lead instructor.

Students may request that their initial TA assignment avoid conflicts with their planned schedule of lecture courses in a given semester. Students may not opt out of being present in the classroom during the scheduled time for the course(s) for which they are serving as TA to complete effort for CHEM 504, CHEM 606, or other graduate program courses with variable schedules. Part of the training in TATT 605 is the opportunity to learn to balance time-sensitive commitments with important, but flexible, work in other areas.

Course Goals

The goal of this course is to introduce students to teaching at the university level. At the end of two semesters of TATT 605, students will be prepared to take on an advanced TA assignment with more responsibility in the classroom and, through continued training and experience, to lead a course at the university level.

Student Responsibilities

Each student enrolled in TATT 605 should:

- Provide classroom instruction, as needed
- Develop laboratory course materials, as needed
- Lead a lab section, if applicable
- Grade homework and quizzes
- Proctor exams
- Other duties supportive of university instruction as assigned

Students should work closely with the lead instructor to ensure these responsibilities are completed to a high standard of excellence.

Lead Instructor Responsibilities

Each lead instructor working with a student enrolled in TATT 605 should:

- Provide guidance to students regarding effective classroom instruction
- Advise students of the goals and safety requirements for laboratories they will lead
- Oversee grading, including advising students of the schedule for proctoring
- Act as the primary contact for scheduling TA effort
- Provide a mid-semester evaluation of effort in TATT 605

Students should work closely with the lead instructor to ensure these responsibilities are completed to a high standard of excellence.

Other Requirements and Policies

Accessibility: As the instructor of this course, I endeavor to provide an inclusive learning environment. I want every student to succeed. The Department of Accessibility Services (DAS) works with students who have disabilities to provide reasonable accommodations. It is your responsibility to request accommodations. In order to receive consideration for reasonable accommodations, you must register with the DAS at <https://accessibility.emory.edu/students/>. Accommodations cannot be retroactively applied so you need to contact DAS as early as possible and contact me as early as possible in the semester to discuss the plan for implementation of your accommodations. For additional information about accessibility and accommodations, please contact the DAS at (404) 727-9877 or accessibility@emory.edu.

Academic Integrity: You are expected to uphold and cooperate in maintaining academic integrity as a member of the Laney Graduate School. By taking this course, you affirm your commitment to the Laney Graduate School Honor Code, which you can find in the Laney Graduate School Handbook. You should ensure that you are familiar with the rights and responsibilities of members of our academic community and with policies that apply to students as members of our academic community. Any individual, when

they suspect that an offense of academic misconduct has occurred, shall report this suspected breach to the appropriate Director of Graduate Studies, Program Director, or Dean of the Laney Graduate School. If an allegation is reported to a Director of Graduate Studies or a Program Director, they are in turn required to report the allegation to the Dean of Laney Graduate School.

Concerns and grievances: Any student may schedule a meeting with any member of the graduate team to discuss a concern or grievance they may experience. Students may also submit a formal grievance to the graduate committee. Please visit [Section VI, Article 2 of the Chemistry Graduate Program Handbook](#) for more information.