

**Lyman Briggs College**  
**UGLA Job Description – *Chemistry/Physics Recitation***

- (a) Prepare for and conduct recitation sections as directed by and under the supervision of the person in charge of the recitation instruction. This person is normally the one who gives the lectures for the course and is a MSU faculty member.
- (b) Help grade recitation quizzes and homework problems under the supervision of graduate teaching assistant or faculty in charge of the recitation instruction.
- (c) Possibly assist the lecturer in the administration and proctoring of the in-semester and final examinations given in the lecture sections.
- (d) Provide consultation to students enrolled in the recitation sections at regularly scheduled and posted hours, normally 2-4 hours per week, as directed by the person in charge of recitation instruction. Availability to students beyond scheduled office hours and scheduled recitation sections is at the discretion of the LA and should not, in any case, be rendered on a routine, instant-response basis. Organization and scheduling of help sessions before scheduled examinations are also at the discretion of the LA.
  - a. Provide assistance to students during help hours as directed by the person in charge, if these help hours replace recitation sessions and office hours given course format.
  - b. **Physics:** Complete homework assignments of the course one week ahead of the students, and notify lecturer of any perceived or anticipated issues regarding formulation, difficulty, etc.
- (e) Participation in training and preparation sessions as directed by the person in charge is mandatory.
- (f) Keep complete examination, quiz, attendance and other records for the students enrolled in their recitation sections as requested by the person in charge of recitation instruction.
- (g) Write neat problem set solutions clearly showing thought processes, for publication on course website, under faculty guidance.

The total time commitment, including a reasonable time allowance for self-preparation, is not to exceed an average of ten hours per week, registration week and final examination week included.

A sincere effort is made to accommodate the LA's assignment to his/her preferred course schedule but such an accommodation cannot be guaranteed.

\*Coverage of labs during scheduled recruiting events will be required, when the LA has the stated time available and is appointed to cover a scheduled time slot. Return all information request forms to Tour Coordinator by stated deadline.

**Lyman Briggs College**  
**UGLA Job Description – *Chemistry/Physics Laboratory***

- (a) Supervise scheduled laboratory sections and assist enrolled students with scheduled experiments under the general supervision of the person in charge of laboratory instruction, normally an MSU faculty member.
- (b) Keep the lab in a clean and orderly condition.
- (c) Correct and grade laboratory reports and quizzes under the supervision of graduate teaching assistant or faculty person in charge of laboratory instruction.
- (d) See that adequate supplies are available for current labs and for the next lab.
- (e) Be available, as requested, to assist with the setting up, storage, and maintenance of laboratory apparatus as directed by the person in charge of laboratory instruction, and also be available to prepare solutions/samples needed for the course. Extended preparation hours may be required in place of 1 laboratory section.
- (f) Be available for consultation to students enrolled in the LA's laboratory sections at regularly scheduled and posted office hours, normally 1-2 hours per week, as directed by the person in charge of laboratory instruction. Availability to students beyond scheduled office hours and scheduled laboratory sections is at the discretion of the LA and should not, in any case, be rendered on a routine, instant-response basis.
- (g) Participate in training and preparation sessions as directed by the person in charge of laboratory instruction (this is mandatory).
- (h) Observe and enforce all lab safety rules; help alert students to safety hazards.
- (i) **Physics:** Assist in grading of hourly and/or final examinations under the supervision of graduate teaching assistant or faculty.

The total time commitment, including a reasonable time allowance for self-preparation, is not to exceed an average of ten hours per week, registration week and final examination week included.

A sincere effort is made to accommodate the LA's assignment of his/her preferred course schedule but such an accommodation cannot be guaranteed.

\*Coverage of labs during scheduled recruiting events will be required when the LA has the stated time available and is appointed to cover a scheduled time slot. Return all information request forms to Tour Coordinator by stated deadline.

## Selection Criteria for Chemistry/Physics Undergraduate Learning Assistants

The following (in no particular order) are considered in the ranking process.

1. Evidence of maturity, responsibility, cooperation, skill in communication, and a desire to teach as observed by faculty or graduate teaching assistants in LBC chemistry/physics classes.
2. **Physics:** Personal interview for applicants who have not taken LBC physics class outside LBC. **Chemistry:** Personal interview possibly required.
3. a). Over-all GPA  
b). GPA in chemistry, mathematics, and physics courses, and LBC chemistry/physics courses.
4. LBC students are given preference over non-LBC students, and students living in Holmes Hall dormitory are given preference over those not living in Holmes Hall (see exceptions).
5. Statement of applicant on application form as to why you wish to secure a learning assistant position.