

## Chemistry Department Teaching Assistant Description

Teaching assistants in the chemistry department supervise and teach recitations and laboratories. A ½-time position generally translates into 8 contact hours weekly: two one-hour recitations and two 3 hour laboratories. It is necessary for teaching assistants to prepare for teaching labs and recitations. In addition, teaching assistants 1) grade recitation quizzes, lab reports, homework, and exams; 2) hold office hours; 3) attend weekly staff meetings; 4) proctor exams. TAs are expected to work 20 hours per week for a ½ - time position and 10 hours per week for a ¼ - time position.

### Qualifications:

For consideration, candidates must possess the following qualifications:

- Strong communication skills
- **At least** one full year of college chemistry; preference will be given to candidates with more courses
- **International students MUST take the ISU OPI/TEACH and earn a score of 1 or 2**
- **Score of 60% or higher on a general chemistry exam (see below for details); applicants with an undergraduate degree in chemistry or biochemistry are exempted from the exam**
- Strong interpersonal skills and the ability to work as part of a team
- Strong professional skills
- Must attend TA training from August 10<sup>th</sup> to August 19<sup>th</sup>; the training is 8 hours on each week day.
- Must be available for teaching responsibilities for the entire semester - THROUGH the end of finals week.

### Responsibilities:

- Attend TA training on weekdays from August 10<sup>th</sup> through August 19<sup>th</sup> (weekdays only).
- Prepare for recitations and laboratories – this includes carefully learning material that you are unfamiliar with
- Teach laboratory and recitation sections
- Follow and enforce all safety rules in the laboratory
- Grade homework, lab reports, quizzes, and exams according to the directions provided by the course instructor
- Hold office hours in the general chemistry help center
- Proctor exams
- Attend weekly staff meetings

### Compensation for ½-time TA positions (20 hours per week):

- Graduate students in a Masters degree program: \$2016 per month plus ½ graduate tuition
- Graduate students in a Ph.D. program: \$2016 per month plus full graduate tuition

### Application Process

- 1) Please complete the attached application and submit it by June 15<sup>th</sup> to 1608 Gilman or [isuchemistry@istate.edu](mailto:isuchemistry@istate.edu)
- 2) For applicants who do not have an undergraduate degree in chemistry or biochemistry: the general chemistry exam will be administered on Friday May 6<sup>th</sup> at 10:00 am and June 10<sup>th</sup> at 10:00 am. The test will be given on campus, you must be present to take the exam. The exam will be delivered on Blackboard Learn and covers material taught in a full-year U.S. general chemistry course for physical science majors. Topics covered: Principles and quantitative relationships, stoichiometry, chemical equilibrium, acid-base chemistry, thermochemistry, rates and mechanism of reactions (kinetics), changes of state, solution behavior, atomic structure, periodic relationships, chemical bonding (Lewis structures, VSEPR theory, and hybridization), and significant figures.

### Questions about the application process should be directed to:

- Joe Burnett [joechem@iastate.edu](mailto:joechem@iastate.edu) 515/294-7815

Iowa State University  
Chemistry Department  
Graduate Teaching Assistant Application

All Ph. D. students are eligible.

ONLY Masters students in the College of Liberal Arts and Sciences (LAS) are eligible.

**I. PERSONAL INFORMATION**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

ISU Email Address: \_\_\_\_\_ Alternative email: \_\_\_\_\_

Local mailing Address: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_

International Students, OECT scores: OPI \_\_\_\_\_ TEACH \_\_\_\_\_

International Students, TOEFL iBT scores:				
Reading	Listening	Speaking	Writing	Total

**II. ACADEMIC INFORMATION AT ISU**

Degree program, check one: \_\_\_\_\_ Masters \_\_\_\_\_ Ph.D.

Department: \_\_\_\_\_ College: \_\_\_\_\_

Where did you obtain your undergraduate degree? \_\_\_\_\_

What was your undergraduate major? \_\_\_\_\_

What was your undergraduate minor? \_\_\_\_\_

Are you available to attend TA training in August, the two weeks before classes start? \_\_\_\_ Yes \_\_\_\_ No

List college level chemistry courses that you have taken (include the name of the course and your grades):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. TEACHING ASSISTANT QUALIFICATIONS**

What are some of the qualities you possess that would make you a successful teaching assistant?

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Describe any previous teaching or teaching assistant experience; please include the name of the institution and the language that your course was taught in.

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Do you prefer a  $\frac{1}{4}$  TA (10 hours per week) or a  $\frac{1}{2}$  TA position (20 hours per week)?

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If only a  $\frac{1}{4}$  TA position is available, are you willing to accept it? \_\_\_\_\_

#### IV. REFERENCES

Please include the name, title, e-mail and telephone number for two professional references. **At least one reference** from an Iowa State University faculty or staff person.

A. \_\_\_\_\_

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B. \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions? [isuchemistry@iastate.edu](mailto:isuchemistry@iastate.edu) (515) 294-6361 1608 Gilman,  
John Burright, Joe Burnett, or Jesudoss Kingston  
Please return [isuchemistry@iastate.edu](mailto:isuchemistry@iastate.edu) or 1608 Gilman by 4:00 PM on July 5