

**UNIVERSITY OF OKLAHOMA
COLLEGE OF PHARMACY**

TEACHING ASSISTANT (TA) RESPONSIBILITIES

The College of Pharmacy provides financial support to graduate students pursuing graduate degrees within each department in the form of Teaching Assistantships. While the primary responsibility of students supported in this manner is participation in the teaching activities of the College of Pharmacy, these assistantships also are provided to allow the student to pursue their degree on a full-time basis. For this reason, the expectations of TAs extend beyond instructional activities to activities associated with graduate studies. Below are the responsibilities of all students supported as TAs in the College of Pharmacy.

1. All TAs are biweekly-paid employees of the College. This means that the employment extends from calendar date of appointment to the end of that appointment, not from the first day to the last day of classes each semester.
2. TAs are responsible for all teaching assignments which are made by the Chair of the Dept, Director of Graduate Studies and by the course coordinators to whom they are assigned. In addition, TAs will be asked by the Department Chair, Director of Graduate Studies, or course Director to perform other duties related to teaching such as proctoring exams, grading exams, etc.
3. In addition to teaching assignments, TAs may be assigned by the Chair of the Dept to assist the department in other ways such as equipment inventory, teaching or common laboratory maintenance and cleaning, or other miscellaneous tasks.
4. Outside of the time in class, teaching or performing other assigned duties, it is expected that TAs will be working towards their degree in other ways, such as laboratory rotations, or research assigned by the TA's primary mentor.
5. TAs may expect to spend an average of 8-12 hr/week on TA activities, and no more than 20 hr/wk maximum. Further, they should receive ample notice of all TA assignments so that they are able to plan their research accordingly.
6. TAs are expected to be available during the time that the University is open. They must check their mailbox, voice mail (if they have it) and E-mail daily. Excuses such as "I haven't checked my E-mail this week" will not be accepted. In addition, if a TA is asked to reply to a message, they will be expected to do so.
7. If TAs desire to take vacation time in addition to that provided by OUHSC holidays, they should request this in writing, receive approval from their primary mentor, Chair of the Dept and Director of Graduate Studies. Written approval from faculty member(s) to whom they have been assigned as a TA also is required if they will be absent during, or within 1 week of the start or end of, a semester. If a TA will be absent during a semester, written approval from the instructors of all courses for which they are registered also must accompany their request. If classes will be missed, the method of making up this class time should be explained by the instructor.

Duties expected from Pharmaceutics I Lab TAs during the Fall Semester:

- Arrive 1 h prior to the lab start time.
- Prepare required solutions needed for that day lab.
- Place required chemicals (solids) and other items (bottles, etc.) at the student stations and liquids on the cart.
- Distribute the graded lab reports to students in the lab.
- Refill the chemicals as needed during the lab.
- Assist students as needed.
- Minimize cellphone usage during the lab. Only use for important work.
- Do not schedule any of your research work during the lab time.
- Place the chemicals back into their storage area after the lab has ended.
- Clean the lab counter surfaces, balances, sinks, cart, etc., and place all the items in their proper locations after all the students have left since the same lab is used for pharmacy practice the next day morning.
- Grade all the lab reports in the next one or two days and place them in the mailbox of the faculty in charge of the laboratory.
- Dispose the products/formulations into the respective chemical waste containers after grading. Dispose empty bottle/jars in broken glass disposable boxes or in regular trash can as appropriate.

I understand and agree to meet the responsibilities outlined above.

STUDENT NAME

SIGNATURE

DATE