



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

Instructor Information

Kimberly Chambers faculty member whom TA will assist

Title: Assistant Professor of Chemistry
Office: Science Hall Rm. 402A
Office Hrs.: MWF 10-12 Also by appointment
Phone #: 304-384-6281 or x6281 (on campus)
Fax #: 304-384-6225
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Dep. Web: <http://www.concord.edu/physci/node/2>

David Chambers TA coordinator

Title: Assistant Professor of Chemistry
Office: S-402A Science Hall
Office Hrs.: email availability
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Email: chambersd@concord.edu
Dep. Web: <https://www.concord.edu/physci/node/2>

Course Title: Teaching Assistantship

Course CRN # and Section, Credit Hours: NSC 325 20030 01 1

Credit: One hour that counts only towards the student's total hours, but not towards their chemistry degree

Semester Taught (including year): Spring 2019

Room Number (if applicable): Science 404

Course Time (if applicable): TBD – Based on room availability

Inclement Weather Time: Hours will be reassigned for an alternative date

Course Management System: Moodle

Hardware/Software Needed: Microsoft Word & Excel

Prerequisites: Permission of Instructor

Text requirements:

General Chemistry Worksheet Problems (provided by instructor)

Course Description/Rationale:

Teaching practicum for science and math students. Repeatable for credit. This course provides students an opportunity to assist faculty and help other students in General Chemistry 102 recitation sessions. Usually the teaching assistants (TA) will assist a faculty member with weekly 1-hour review session for a total 2 to 3 hours per week. Responsibilities report an attendance and solve worksheet problems on concepts covered in classroom, and proctoring exams if needed.

National Standards: Not applicable

Eligibility:

Students must have completed CHEM 101, 111, 102, and 112 and have an overall GPA of 2.5 or greater. All students meeting these requirements may submit an application for admittance to the class. A completed application must include the completed attached form.

Duties of Teaching Assistant:

1. Lead two recitation sessions for 2 – 3 hours and assist the students.
 - a. It is expected that the TA will notify the instructor of absence prior to the date.
2. Actively work with the faculty on worksheet problems to be covered in the sessions
 - a. The TA will be expected to review problems prior to sessions with the instructors
3. Write and submit a bi-weekly report including the following:
 - a. Worked out problems for the laboratory activities.
 - b. Provide feedback from the students in regards to troubleshooting and conceptual misunderstandings
 - c. Maintain a laboratory notebook with all the worksheet problems covered in the sessions including attendance for each session..

Benefits:

The main benefit for the TA is provided the opportunity to work middle to difficult level question in an interactive group exercises. This opportunity will improve on leadership and strengths the conceptual knowledge of general chemistry for a student in the major. It allows the student to master these problems as well as training the student to organize groups, assign tasks, navigate problems, and communicate effectively. This opportunity will also provide the TA with close contact with a Chemistry faculty member who may be likely to write a recommendation for the TA at a later point.

Grading:

Students will receive a letter grade based upon attendance, active participation, and weekly reports.

Grading Rubric

Task (Total Possible Points)	F	D	C	B	A
Completing recitation session (40 pts.)	Less than 60% completion	60 – 70% completion	70 – 80% completion	80 – 90% completion	Greater than 90% completion
Complete worksheets problems per session (30 pts.)	Less than 60% completion	60 – 70% completion	70 – 80% completion	80 – 90% completion	Greater than 90% completion
Weekly reports (30 pts.)	Submitted less than 60% of reports	Submitted 60 – 70% of reports	Submitted 70 – 80% of reports	Submitted 80 – 90% of reports	Submitted greater than 90% of reports

Total Possible Points = 100

Attendance Policy:

Student is expected to complete every session assigned per week.

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, bottom floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty:

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code:

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy:

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System:

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information:

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy:

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service. Announcements of campus closures and schedule delays are also posted on the CU webpage. Log on to <http://www.concord.edu> →Everyday Access → Emergency Alert System.*

Student Conduct:

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Sexual Harassment & Assault:

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, **I am a mandatory reporter** which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services:

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Academic Resources:

The Academic Success Center is ready to assist any student with academic or personal concerns, tutoring, study skills, time management, and much more. The Academic Success Center is located in Suite 243 (Atrium) of the Rahall Technology Center. Students can stop by the ASC Monday through Friday, 8:00 am until 4:00 or by appointment. The ASC may be reached by calling (304) 384-6074, (304) 384-6298, or asc@concord.edu. Website: <http://hub.concord.edu/academicsuccess/> The drop-in tutoring schedule is posted online: <https://apps.concord.edu/tutoring/>. Smarthinking— online, and on-demand tutoring—is available on Blackboard at elearn.concord.edu.

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."

Chemistry Teaching Assistantship Application

Name: _____ ID#: _____

Address: _____

Phone: _____ Email: _____

Classes willing to TA: _____

I, _____, understand that credit from this course will result in hours that count only towards total hours and overall GPA, but not towards a chemistry degree. It is further understood that I will not disclose any grades to any students and will refer students with grade questions to the course instructor.

signature

date