**EMPLEOYMENT POLICIES**

- Weekly hours should align with your TA assignment
- Hourly employees may NOT work more than 20 hours/week
- Hourly employees clock in/out on phones or time-clock by C100 BNSN
- Fix missed punches online (MY-BYU). For corrections that you can’t fix, email: timecard@chem.byu.edu

**AVAILABLE RESOURCES**

- Check out a key from the department office for a space in the TA office
- Check out textbooks for the course to which you’ve been assigned
- Request printouts of class rolls
- Borrow keys to the display cases and homework boxes
- Schedule rooms for review sessions
- Make copies/Scan documents
  C-114 copy machine code is for your use.
- Log-in: your chemistry username “+TA”; your password

**SHARED COMMON SPACE**

- Tutorial Labs: This is where you will hold office hours; you will be contacted by your lab coordinator to schedule your office hours
- TA Office Space (for undergrads): Study, grade papers, prepare for class; help 1-2 students. (If your help group is larger than 2 students, contact the department office to schedule another room)

**EMERGENCY PROCEDURES**

- Do not remain in the building during a fire drill
- Inform students of fire drill/evacuation plan at the initial class period
- Exit the room. Turn off electrical and gases. Shut the door.
- Account for each class member at a pre-determined location outside of the building and report to department Safety Officer- grassy area north of ’fishbowl’ (Matthew Allen -- he will be wearing a green hard-hat)

**TA EVALUATIONS**

- TA evaluations are requested from all students enrolled in chemistry courses that have assigned TAs. As a TA, you may:
  - Alert students to the evaluation posted on Learning Suite
  - Explain why you would like their evaluation
  - Access your evaluations through the link that will be emailed to you