February 8, 2008

To: Provost Kim A. Wilcox
From: R. Sekhar Chivukula, UCAP Chair
Re: Recommended Undergraduate Learning Assistant Policy

The attached draft of the Undergraduate Learning Assistant (ULA) policy was approved by UCAP at its Feb. 7, 2008 meeting. UCAP, in its advisory role to the Provost on policy pertaining to methods of instruction (MSU bylaws, 4.4.4) and other matters of academic policy affecting the University (4.4.6), is recommending this as MSU policy.

UCAP would be glad to respond to any questions or concerns you may have, make recommendations on where, once approved, this policy should reside among the various University policy documents, and assist in the further consideration of this policy in any way.

It is our understanding that, at a minimum, the policy would need the approval of the University Committee on Faculty Affairs (MSU bylaws, 4.6.3) and of Faculty Council (MSU bylaws, 3.7.2.1). We understand that, in consultation with ECAC, you may want broader input.

cc: Dr. E. James Potchen, ECAC Chair
    Dr. Douglas W. Estry, Associate Provost for Undergraduate Education

Attachment
Sample ULA Offer Letter for Lyman Briggs College

Month Day, 20xx

<<NAME>>
<<ADDRESS>>

Dear <<NAME>>:

I am pleased to offer you an appointment as an Undergraduate Learning Assistant (ULA) in Lyman Briggs College for fall semester 20xx, with a possible renewal spring semester 20xx. Renewal decisions will be based on fall performance, staffing needs, and budget issues.

You will be appointed as an “Undergraduate Learning Assistant” on a salaried contract. Your appointment will be for 10 hours per week, and your total stipend for fall semester is _____. You will be paid bi-weekly. This salary includes payment for assisting in up to three 3-hour lab sections each week, if needed, as well as your attendance at a “ULA workshop” (3 days in August – please see dates below). If you will not be able to participate in the workshop or will be unable to identify three lab sections you can work each week, you should not sign this contract.

Your title is Biology Undergraduate Learning Assistant under the direction of Drs. <FACULTY NAME>. The details about your specific assignment will be discussed with your instructors. In addition, as an Undergraduate Learning Assistant you are expected to:

- Keep your learning environment organized and clean, especially laboratories.
- Accommodate reasonable requests to adjust your schedule to meet the instructional needs of our students.
- Perform acceptably, both as a learning assistant and as a student.
- Be registered as a full-time student (≥12 credits) in a MSU degree program.
- Participate in a 3-day workshop before classes begin (August xx-xx, 20xx).

It is important to understand that you should accept this offer only if you are prepared to meet these conditions. The undergraduate learning assistants in Lyman Briggs are crucial to our academic program. We have confidence in your ability to excel in this
valuable experience in teaching and learning. As you reflect upon your potential involvement in this position, please consider the responsibilities and time commitment you will be assuming.

If you choose to accept this position and the conditions outlined above, including the orientation and training sessions, please sign below and return this letter to E-28 Holmes Hall by April 13, 20xx. Please bring and complete, if not on file, (1) an I-9 Form, (2) a copy of your driver's license and (3) a copy of your Social Security card. Upon your acceptance, you will be provided with additional information.

Finally, this offer is contingent upon the budget provided to Briggs by the Provost. If you are unable to accept this offer, please let us know as soon as possible.

Sincerely,

Dean, Lyman Briggs College

Enclosure

cc: Professor(s) Directing the Course

I accept the offer of an Undergraduate Learning Assistantship in Lyman Briggs College for the period stated above, have read, and agree to the additional conditions outlined in the bulleted items above.

(Signature)                    (Date)
MSU Undergraduate Learning Assistant Policy
Appendix A4.

Sample Decline Letter for Lyman Briggs College

Month XX, 20xx

LBC Student
Holmes Hall
Campus

Dear Student:

Thank you for applying for an undergraduate learning assistantship for Biology in Lyman Briggs College for the 20xx-xx academic year. We received more applications for assistantships than there are open positions, and based on ranking by the faculty, we are unable to make you an offer of appointment at this time. We encourage you to apply again in December for the 20xx-xx academic year. As an advanced student, you will be a stronger candidate for the next round.

Sincerely,

Dean, Lyman Briggs College
MSU Undergraduate Learning Assistant Policy
Appendix B1.

Sample ULA Orientation and Training Workshop Schedule

Lyman Briggs College
2007 ULA Workshop

<table>
<thead>
<tr>
<th>Monday, August 20, 2007:</th>
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<tbody>
<tr>
<td><strong>9:00 AM</strong></td>
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<tr>
<td><strong>9:15-9:45 AM</strong></td>
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<td><strong>9:45-10:30 AM</strong></td>
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<td><strong>10:30-12:00 AM</strong></td>
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<tr>
<td><strong>12:00-1:00 PM</strong></td>
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<tr>
<td><strong>1:00-2:00 PM</strong></td>
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<tr>
<td><strong>2:00-3:00 PM</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Tuesday, August 21, 2007</th>
<th>(lunch on your own, Math ULAs need not attend PM session but will &quot;owe&quot; work)</th>
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<tbody>
<tr>
<td><strong>8:30-12:00 AM</strong></td>
<td>Laboratory Safety (ALL NEW ULAs in Bio, Chem, Physics. Returning ULAs in these disciplines may do online ORCBS refresher course)</td>
</tr>
<tr>
<td><strong>8:30-12:00 AM</strong></td>
<td>Discipline Specific ULA Session for Mathematics (ALL new and returning UTH ULAs)</td>
</tr>
<tr>
<td><strong>1:00-4:30 PM</strong></td>
<td>Discipline Specific ULA Sessions for Chemistry, Biology, Physics (ALL new and returning ULAs in these disciplines)</td>
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<tr>
<th>Wednesday, August 22, 2007 &amp; Thursday August 23, 2007</th>
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<tr>
<td><strong>1:00-4:30 PM</strong></td>
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<table>
<thead>
<tr>
<th>Friday August 24, 2007</th>
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</thead>
<tbody>
<tr>
<td><strong>12:30-4:00 PM</strong></td>
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</table>
Part of the University's Employee Safety Education requires that they provide Safety Seminars on an annual basis to all employees working with chemicals, biological materials, and radioactive items. This begins with the first seminar before employment starts and continues with annual updates of that material. The safety seminar at the ULA Workshop fulfills the educational requirement and provides the required annual update. Returning ULAs that do not plan to attend the Safety Seminar at the workshop will need to arrange to complete the requirement of annual updating before classes start in the fall. Documentation of the attended safety seminars and the annual updates of that education is maintained by the MSU Office of Radiation, Chemical, & Biological Safety.
MSU Undergraduate Learning Assistant Policy
Appendix B2.

Sample Training Document (one of several) used for Lyman Briggs College ULAs
who work in the Laboratory Classrooms
(Adapted from the "Standard Operating Procedures for GAs & LAs in Biology, Chemistry, Honors Biology &
Physics Laboratories, Specific to Lyman Briggs College")

Part 1: General Information, Administrative
(Note: Only Part 1 of this multipart document is included in this sample document)

A. Attendance, Absences, and Tardiness: Responsibility for work to be done
1) You are important, be on time as there may be students waiting and work to be done.
2) When you arrive set up daily priorities;
   a) open doors and windows if necessary,
   b) check for notes on problems/changes,
   c) check supplies and turn on needed equipment.
3) Make arrangements with lab coordinator well in advance for known absences and tardiness.

B. Job Description: General Duties in Priority Order
1) Assist students in learning lab concepts and performing their lab exercises,
2) Prepare media, chemicals, and solutions
3) Clean up of materials, chemicals and glassware which is to be returned to Prep Lab C-14,
4) Proper storage or disposal of materials and chemicals in the laboratory,
5) Monitor safety and security
6) Monitor inventories of needed supplies and equipment (do we have enough supplies for the next
   lab session?),
7) General house-keeping (don't let students leave until they clean up or you have to),
8) Specific Methods divided into duties as assigned (see Part 2 for details of specific methods):
   a) Biological Materials & Equipment
      i) care of living plants/animals
      ii) care/disposal of dead/preserved animals
      iii) care/storage of equipment
   b) Sharps, Glassware & Safety Equipment
      i) labeling/use of sharps container
      ii) care/recycling of glassware
      iii) safety glasses & gloves
      iv) safety showers
   c) Chemicals: Monitoring/Disposal
      i) replenishing chemicals/media
      ii) labeling/handling of chemicals
      ii) labeling/handling of chemical waste
   d) Cleanliness
      i) monitoring trash containers
      ii) maintaining counters and sinks
      iii) organization/cleanliness of cabinets/shelves
C. Leaving Lab:
1) Close & lock the doors/windows when you are the last Undergraduate Learning Assistant to leave
   the lab,
   a) including rooms/doors that provide access to the lab,
   b) close chemical hood sashes.
2) Put away any chemicals and clean-up any area you or the students have been working in,
3) Normally you should turn the lights off if you are locking the lab at the end of your shift,
4) Leave the supervisor/next ULA a note for things that need to be monitored in any way

D. Safety is everybody’s business: General Safety - You are an example for the Students
1) As much as possible keep all rooms you are working in neat and clean, willingly clean-up any
   area that needs it (pick up trash and put it in the proper receptacle),
   a) Chemicals, biological materials, and glassware do not belong in the trash.
2) Safety ladders are to be used to retrieve or replace items on higher shelves, but nothing is to be
   stored on top of cabinets or shelving units.
3) Attend ORCBS seminars on Chemical Handling, Chemical Safety, Biological Hazards, and MI
   Right to Know, Keep up Safety with the online testing information.
   a) Review the safety materials, Right to Know, Chemical Waste Disposal, and other ORCBS
      materials.
4) Proper clothing/dress is required in a working lab for the protection of your body, legs, arms,
   hands, face, and feet to prevent injury by contact.
   a) Clothing must not be baggy or frayed, and in case of emergency—be easy to remove,
   b) Shoes and socks are to protect the feet (sandals and other open toed footwear do not),
   c) The provided protective clothing includes: lab coats, aprons, various gloves and safety
      goggles, USE THEM.
5) Good personal hygiene is necessary, you should have the ingrained habits of hand washing,
   keeping fingers off your face, and always having loose hair corralled.
6) Eating and drinking is prohibited in laboratories and smoking is prohibited in all Holmes Hall
   non-residence areas,
7) Keep the balance and equipment areas CLEAN, wipe off counter top with wet sponge almost
   daily, rinse sponge, often a trace dusting of a chemical may be on it.
8) Willingly clean up any area that needs it (including the floor),
9) When you are working in the lab, the door is to be open/unlocked,
   a) You are to monitor persons entering and leaving the room and are to be mindful for their
      safety,
10) Extra, unauthorized, persons in the lab are not encouraged,
    a) You will need to be mindful of their safety, and
    b) Remain concentrated on your duties.
11) Safety (gray spill or “big”) mats are to be placed under chemical waste containers on floor and
    under waste items in the hood.
12) Clean up chemical spills immediately, taking what ever action is needed for the size of the
    spill and the materials spilled,
    a) Clean up materials are located in, under, or near the hood,
    b) Clean up even drips that are on the floor, rinse with water, dry with a towel,
    c) Report major spills to your supervisor and any needed personnel,
    d) Replace any clean-up item used to handle spill (i.e. Hg absorb pads, Chemsorb, etc.)
13) Keep walking areas clear; backpacks should be stowed well under the benches.
14) Use Material Safety Data Sheet notebooks,
   a) MSDS are available for the students and your use
   b) The notebooks are found in the E-29, C-6, C-5, C-4, C-3, C-13, and C-14,
   c) The notebook is a large black binder with a white tag, hand lettered in black ink MSDS’,
      there are seven of them,
   d) If a sheet is not available on a chemical in the lab, report it to your supervisor or the lab
      technician,
15) Adequately and clearly label, date, and initial all solutions and media,
16) And the most important safety measure is a large helping of COMMON SENSE,
   a) Be prepared, use a little forethought, plan ahead,
   b) Follow directions and apply what you are learning,
   c) Ask questions, research answers, keep notes on what you do.

D. Security: Standard Security Matters
1) Lock the all doors/windows when you are the last staff person to leave a room;
2) Equipment is to remain in the room it is in,
   a) If it becomes necessary to temporarily move something out, leave a note at the normal
      location as to its current (new) location and the person responsible for it,
3) You are to be aware of persons entering or leaving the room,
   a) When strangers/non-students come in, ask if you can help them,
4) Keys assigned are a great responsibility, do not lay them down, do not loan them to persons,
   a) Keep your keys with you while in the building,
      i) Store/carry them securely, when you leave the area,
      ii) Turn them in to the LBC office when you are on an extended leave,
      iii) You may be charged for a lost key.

E. Telephones: Each Lab is equipped with a telephone

   For EMERGENCIES, DIAL 911, no extension is needed

1) Answer the phone when it is ringing,
   a) Answer with “Hello, Lyman Briggs College Prep (or which ever) Lab, may I help you?”,
   b) Take a message if needed, Who, to, Who called, Phone Number, Date/Time,
      & Concerning, then put the message on the desk.
2) For on-campus outgoing calls just dial the 5 digit extension,
3) The phone is blocked for long-distance calls,
4) The phone is not intended for personal calls, but for matters of an urgent nature,

Comments: This document has been prepared and developed with care. It is a gathering of the
“Standard Operating Procedures” I have used and taught to student lab assistants during my forty
some years of work in various laboratory settings across campus.

Sue Sellers Rose
Lyman Briggs College
Equipment and Supplies Technician
February 8, 2008

To: Provost Kim A. Wilcox
From: R. Sekhar Chivukula, UCAP Chair
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Attachment
I. Overview

An Undergraduate Learning Assistant (ULA) is an undergraduate student who assists a faculty member in the instruction of that faculty member’s assigned for-credit course(s) at Michigan State University.

This document governs the use of undergraduate students to assist faculty in the instruction of for-credit courses at Michigan State University, with exceptions noted herein.* These students, referred to as Undergraduate Learning Assistants (ULAs) in this document, are also known as undergraduate instructional aides, undergraduate instructional assistants, and undergraduate educational assistants, among others in various units on the MSU campus.

The position of ULA provides undergraduate students with a mentored educational experience as they assist a faculty member with instructional activities for that faculty member’s assigned course(s). The position of ULA is typically a paid position. However, in some instances, the ULA may exercise an option to enroll for course credit rather than receive pay. A ULA may not receive both course credit and pay for a single course to which they have been assigned. The ULA may elect to serve in a volunteer capacity. In all instances, the ULA is governed by the policies contained within this document.

ULA activities may occur in various settings, depending upon the specific needs of an academic unit and the nature of the course(s) to which the ULA is assigned. Below is a list of activities that ULAs may perform:

- Assist faculty with class preparation
- Assist faculty in lectures, discussion sections, or laboratories
- Assist faculty in objective evaluations of student performance.

ULAs may not perform independent activities requiring professional judgment, such as:

- Determining course content
- Conducting lectures or seminars
- Performing subjective evaluations of student performance
- Assigning grades.

Meetings with faculty provide the ULA with time for discussion of pedagogical methods and approaches, current issues in the discipline, mutual scholarly interests, and future opportunities for the ULA in terms of research, graduate work, and/or careers. Students enrolled in a course in which ULAs are assigned benefit from the availability of peers who, having demonstrated knowledge of relevant course content, provide a valuable and unique perspective on the course, its objectives, and the way it is being taught.

* Tutors, who are not part of the instructional team of a specific course, are not the subject of policies contained within this document.
II. Selection Process

Units must define in writing minimum standards that a prospective ULA would have to satisfy to be qualified for a specific position. Individuals serving as ULAs must have demonstrated knowledge of subject content either by completing and excelling in the course (or its equivalent) in which they assist, or through performance in more advanced courses that depend upon knowledge of relevant course content. In addition to demonstrating knowledge of course content, prospective ULAs should be judged to be willing and able to master the requirement of all potential assignments and responsibilities.

The selection process for a specific ULA position will vary depending on the particular unit. Units that oversee several ULAs each semester may have a formalized search procedure, involving an announcement, an application submission period, and interviews. Alternatively, ULAs may be recruited on the basis of faculty recommendations, or units may retain ULAs as a result of an individual directly contacting a faculty member about possible ULA opportunities, either paid, or as volunteers, or for course credit. It is in the best interest of ULAs to be assigned to faculty members with whom they have mutual intellectual interests to increase the potential for an enriched learning experience.

A sample set of materials pertaining to selection and hiring of ULAs is included in Appendix A. (Note: Appendices are offered as models for the development of similar documents appropriate for individual academic units.)

III. Compensation for Paid Position

The compensation that a ULA receives for a paid position is determined by the hiring unit, but must be within the range set by the university and commensurate with expected responsibilities.

IV. Orientation & Training

The ULA position provides valuable learning experiences for the ULA. In addition to mentoring by supervising faculty, units are responsible for providing ULAs with general training on essential aspects of instruction and learning as well as training with regard to their specific assignments. This training must occur before ULAs start their assignments, and may require that ULAs return to campus prior to the beginning of classes.

Each unit or faculty member utilizing ULAs must provide ULAs with appropriate guidelines and information necessary to carry out their assignments and responsibilities. These shall take the form of a written guide or handbook and must include University policies governing teaching responsibility and the integrity of scholarships and grades, on maintaining student confidentiality, and on avoiding discrimination, harassment, and conflicts of interest (see Section VII). If appropriate, units may also provide guidelines for ULAs that cover issues such as:

- Alerting the faculty member to students who miss deadlines or have excessive absences
- Alerting the faculty member to cases of suspected academic dishonesty
- Scheduling extra help sessions, and procedures for reserving rooms for help sessions
- Accessing academic or personal help resources on the Internet
- Handling emergency situations such as how to exit a building in case of fire.

A sample set of materials pertaining to orientation and training of ULAs is included in Appendix B.
V. Supervision & Mentoring

**General Supervision.** Expectations and specific tasks necessary for the execution of ULA assignments and responsibilities must be provided in writing to the ULA. ULAs should not be expected to perform tasks that are not specified. The faculty member responsible for the assignment of grades in a course has the responsibility for the performance of ULAs serving in that course. The faculty member is expected to meet with ULAs regularly (usually weekly). At these meetings the faculty member should inform the ULA about course content that is to be covered, the approach that the faculty member will take to teach this content, and the approach the ULA should take to reinforce this content. These meetings also provide an opportunity for the faculty member to alert the ULA of upcoming evaluative exercises and deadlines.

**Student Evaluation.** Faculty are responsible for grading. Individual units should determine, in accordance with MSU policy, the type of objective evaluation of student performance permitted by ULAs based on what is appropriate for their level of knowledge, experience, and the nature of the material being evaluated. It is the faculty member's responsibility to provide a framework for objective evaluation of student performance, to train the ULA on the appropriate use of this framework, and to ensure that the ULA is using this framework correctly and reliably. If ULA tasks include objective evaluation of student performance, the faculty member must inform ULAs about the importance of maintaining student confidentiality with regard to a student's performance. Policies for ULAs must include, but are not limited to, the following:

- Student performance must not be discussed with anyone other than the student and the course instructor
- Homework and other assignments must be secured when in the ULA's possession.

VI. Performance Evaluation

ULAs are expected to fulfill their assigned responsibilities at a high level of performance. In order to monitor and increase the effectiveness of ULA performance within the unit, ULAs must be systematically evaluated during and at the end of each semester. Units are expected to design assessment methods appropriate to the multiple tasks and roles fulfilled by the ULAs within that unit. In cases where the ULA is assisting for credit, grading criteria and methods used to determine the final grade must be clearly articulated and linked to performance assessments. If possible, written feedback from students who interact with the ULA should be solicited. In addition to the supervising faculty member, written feedback from others interacting with the ULA should be requested. Feedback must be shared with the ULA, with the goal of improving the learning experience, developing better ULA performance in the future, and ultimately in developing skill sets and attitudes needed in the workplace. Since the ULA may want to share the results of the evaluation with persons writing letters of recommendation, evaluation materials shall be given to the ULA after grades have been submitted for the course.

A sample set of materials pertaining to evaluation of ULA performance is included in Appendix C.
VII. University Policies and Guidelines on Teaching, Scholarship, and Interactions Between ULAs & Students

ULAs are subject to the MSU Code of Teaching Responsibility and policies pertaining to the protection and integrity of scholarship and grades. Faculty who are responsible for the course(s) in which ULAs function are responsible for acquainting ULAs with the provisions of these policies and for monitoring compliance:

**MSU Code of Teaching Responsibility**

**MSU Regulations, Ordinances and Policies Regarding Academic Honesty and Integrity.**

MSU has specific policies pertaining to human interactions in general and instructor-student interactions in particular. ULAs are subject to all of these policies, and it is the responsibility of the unit and/or faculty responsible for the course(s) in which ULAs function to make ULAs aware of these policies and to monitor compliance. Among these policies are:

**MSU Policy on Discrimination**

**MSU Sexual Harassment Policy**

**MSU Policy Pertaining to Conflict of Interest In Educational Responsibilities**

**Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

**MSU Guidelines Governing Privacy and Release of Student Records.**

VIII. Administration and Oversight

Any questions concerning the administration of this policy should be referred to the Office of the Associate Provost for Undergraduate Education and Dean of Undergraduate Studies. Alleged violations of Undergraduate Learning Assistant policies will be referred to the appropriate judiciary as outlined in Academic Freedom for Students at Michigan State University. Employment-related grievances of Undergraduate Learning Assistants should be filed with the employing units under their respective procedures.

Appendices

Appendix A: Sample documents pertaining to ULA selection & hiring

A1: Sample ULA Job Application

A2: Sample ULA Job Descriptions

A3: Sample ULA Offer Letter

A4: Sample ULA Rejection Letter
Appendix B: Sample Documents pertaining to ULA Orientation & Training

B1: Sample ULA Orientation and Training Workshop Schedule

B2: Sample Training Document for ULAs Working in Laboratory Classrooms

Appendix C: Sample ULA Evaluation Forms
MSU Undergraduate Learning Assistant Policy
Appendix A1.

Sample ULA Job Application for Lyman Briggs College

LYMAN BRIGGS COLLEGE
UNDERGRADUATE LEARNING ASSISTANT APPLICATION
FOR ACADEMIC YEAR 2008-2009

∨ DUE DECEMBER 14, 2007

***IMPORTANT*** YOU MUST INDICATE PREFERENCE FOR:

FULL TIME APPT. ___ (10/HR.WK.)
HALF-TIME APPT. ___ (5/HR/WK.)
NO PREFERENCE ___

JOB DESCRIPTIONS FOR EACH ACADEMIC AREA ARE ATTACHED

You may apply for more than one of the following positions. If you do, please indicate your order of preference (1, 2, 3). If applying for only one position, check appropriate category.

Pref: ________
Biology:
144 ___ Honors Organismal Biology (Fall) ___
145 ___ Honors Cell & Molecules Biology (Spring) ___
or both/either ___

1. Name ___________________________ Student # ____________

E-mail address _______________________

2. Present address __________________________ Phone ________
   City ___________________ State _______ Zip ____________

3. Summer address __________________________ Phone ________
   Summer e-mail address (if available) ______________________
   City ___________________ State _______ Zip ____________

4. Major field of study ______________________

5. Class standing (circle)  Freshman  Sophomore  Junior  Senior

6. Will you be in Briggs next year?  Yes  No  Will you be living in Holmes Hall?  Yes  No
7. Credits earned to date _____ Number of completed semesters _____

8. Overall MSU grade point average _____ GPA from last semester _____

9. Courses taken and grades earned in areas of application:

<table>
<thead>
<tr>
<th>Biology Course Grade</th>
<th>Chem/Phy Course Grade</th>
<th>CPS Course Grade</th>
<th>Math Course Grade</th>
<th>Univ. Courses Course Grade Instructor</th>
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10. Previous service as ULA, B.P.R.A., or Mentor:___________________________________________________________

11. Academic scholarships, honors, or academic awards received:_____________________________________________________

12. a. Are you willing to assist in "The Best of Both Worlds", A.D.S. and Open House programs when available as a L.A.?  yes no

13. List any extra-curricular activities other than course work (sororities, fraternities, clubs, etc.) in which you participate.

   Do you plan to hold another part-time job? yes no  If yes, how many hours/week? __________

   Would these activities affect your availability as a L.A.? yes no

14. Do you anticipate interruptions in your academic program (student teaching, off-campus training)? _____________________________

15. Expected date of graduation: ______________________________

16. Future career/education plans: ______________________________

17. Give the name(s) of one or two Briggs faculty/staff members who best know your work in the area(s) you are applying for: _______________________________

18. List any computer experience you may have: _______________________________

   Please state briefly what experience you've had in public speaking: ______________________________

*19. (Biology) Please provide a photograph of yourself (highly recommended, but not mandatory), and a resume.

20. I'd like to be a (Bio/Chem/Math/Phys) ULA because (≤ 50 words). Please attach an extra sheet.
Special Notes:

It is the usual policy of the college that undergraduate learning assistants live in Holmes Hall for one full academic year of service. Exceptions are considered on a case-by-case basis. All ULA's will be required to sign up for direct deposit of their paychecks. This can be done by going to the payroll website www.payroll.msu.edu to sign up.

Signed ________________________________ Date __________________

PLEASE RETURN ONLY THE APPLICATION (NOT ALL THE MATERIALS IN THE PACKET.)

DEADLINE FOR SUBMISSION IS Friday, December XX, 200X. Return this form to E-28 Holmes Hall. If you have questions concerning the application, call 353-XXXX or email@msu.edu.
MSU Undergraduate Learning Assistant Policy
Appendix A2.

Sample ULA Job Descriptions for Lyman Briggs College

Lyman Briggs College
ULA Job Description — Biology

1. Undergraduate Lyman Briggs students are chosen to help in the biology program under the following criteria:
   a. Recommendations from faculty and graduate students in Lyman Briggs.
   b. Interest in teaching.
   c. 1) Prior course work in biology. 2) Grade point average in science and non-science courses.
   d. Probable contributions to the Briggs biology program.

2. ULA's are expected to perform approximately 10 hours of service per week, including registration and finals week, but excluding preparation, proctoring, etc.

3. Although as much flexibility as possible is used in making ULA assignments, the final decisions of when a ULA will work and under whom is the ultimate responsibility of the senior staff member in charge of the course.

4. Most ULA's will be assigned to laboratory sections which correspond to biology courses, or independent studies. When on duty during any one of the assigned times the ULA will be expected to:
   a. Meet and take attendance for students who come to the laboratory.
   b. Check the notebook for specific instructions pertaining to the lab.
   c. See that adequate supplies are available for the current and next lab period.
   d. Set up or help set up labs at the beginning of the lab week.
   e. To observe, check and give informal evaluations of lab reports, slides, and techniques, as may be sought by the student.
   f. Answer questions pertaining to course material.
   g. Help proctor hour exams for the course assigned as needed.
   h. Grade (mark) objective parts of hour exams, worksheets, and papers under the supervision of faculty.
   i. Observe all laboratory safety rules and help alert students to safety hazards.

5. Coverage of labs during scheduled recruiting events will be required, when ULA has the stated time available and is appointed to cover a scheduled time slot. Return all information request forms to Tour Coordinator by stated date.
Lyman Briggs College
ULA Job Description – Chemistry/Physics Recitation

(a) Prepare for recitation sections as directed by and under the supervision of the faculty 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 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 faculty in charge of recitation instruction. Availability to students beyond scheduled office hours and scheduled recitation sections is at the discretion of the ULA and should not be rendered, in any case, on a routine, instant-response basis. Organization and scheduling of help sessions before scheduled examinations are also at the discretion of the ULA.

   a. Provide assistance to students during help hours as directed by the faculty 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 faculty 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 faculty 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 ULA'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 ULA 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

ULA Job Description – Chemistry/Physics Laboratory

(a) Supervise scheduled laboratory sections and assist enrolled students with scheduled experiments under the general supervision of the faculty in charge of laboratory instruction.

(b) Keep the lab in a clean and orderly condition.

(c) Correct and grade laboratory reports and quizzes under the supervision of faculty member 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 faculty in charge of laboratory instruction, and 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 ULA's laboratory sections at regularly scheduled and posted office hours, normally 1-2 hours per week, as directed by the faculty in charge of laboratory instruction. Availability to students beyond scheduled office hours and scheduled laboratory sections is at the discretion of the ULA and, in any case, should not be rendered on a routine, instant-response basis.

(g) Participate in training and preparation sessions as directed by the faculty in charge of laboratory instruction (this is mandatory).

(h) Observe and enforce all lab safety rules; help alert students to safety hazards.

(i) Physics: Under the supervision of faculty, assist in grading hourly and/or final examinations.

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 ULA’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 ULA 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 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 an undergraduate learning assistant position.
Lyman Briggs College
ULA Job Description – Mathematics

1. Assisting in leading recitations, normally 1 per week (for half time, 5-hour position) under the supervision of faculty.

2. Hold office hours to work individually with students (2 hours per week per recitation).

3. Under the supervision of a faculty member, assist with grading of quizzes, tests, and final exams.

4. Meet weekly with course instructor.

5. Assist with tours during recruiting events, and return all information request forms to the Tour Coordinator on time (by stated date).

Half time work is to average 5 hours per week throughout the semester including registration and finals week. Some full-time positions are occasionally available, which require proportionally more service.

Selection Criteria for Mathematics Undergraduate Learning Assistants

For selecting our ULA’s we have the following preferences:

1. That the student be enrolled in Lyman Briggs when beginning as a ULA.
2. That the student lives in Holmes Hall.
3. The student has an overall 3.0 grade point average.
4. The student has taken the Briggs calculus sequence rather than the Math Department sequence.

In addition, in mathematics we consider:

1. The level of mathematics courses previously taken, and the quality of this work. We prefer that ULA’s have taken or are completing the entire calculus sequence with an average of 3.5 or better.
2. The ability of the applicant to relate to students.
3. The quality of previous ULA work if this student has worked for us before.
4. If a student plans to obtain a teaching certificate.
Lyman Briggs College
ULA Job Description – Honors Biology Lab & Lecture

Laboratory Weekly time commitment (10 hours):
- Attend and assist in lab lectures and lab section 3 hours
- Supervise open lab or lab prep 3 hours
- Meetings 2 hours
- Assist with Grading under the supervision of faculty 2 hours

Lecture Weekly time commitment (10 hours):
- Attend lecture course 3 hours
- Assist with Grading under the supervision of faculty 3 hours
- Office hours 3 hours
- Meeting 1 hour

Primary Laboratory duties:
- Assist lab instructor during lab lectures
- Assist lab instructor during field and indoor laboratories
- Assist lab instructor in grading assignments, quizzes, and exams, under the supervision of faculty
- Drive vans during field labs and weekend field trips (158H)
- Assist with the class poster session (includes setup and cleanup)
- Supervise students on lab procedure and safety
- Maintain a clean, orderly, secure, and safe lab room
- Help the prep personnel with solutions and cleaning lab ware as needed

Primary Lecture duties:
- Assist lecturer with handouts & multimedia setup as needed
- Assist lecturer in grading assignments, quizzes, and exams for the lecture, under the supervision of faculty
- Hold weekly office hours to help students learn course concepts and review test material

Selection:
Undergraduate learning assistants are selected based on the following criteria:
- Recommendations from faculty or staff
- Evidence of maturity, responsibility, cooperation, and desire to teach
- Prior coursework in biology and chemistry
- Availability to cover scheduled labs and lectures
- Availability & ability to drive a vehicle during field trips & field labs (158H)
- Enrollment in Honors College is preferred
- Previous coursework in Honors Biology is preferred
- Enrollment in Lyman Briggs is not required
MSU Undergraduate Learning Assistant Policy
Appendix A3.

Sample ULA Offer Letter for Lyman Briggs College

Month Day, 20xx

<<NAME>>
<<ADDRESS>>

Dear <<NAME>>,

I am pleased to offer you an appointment as an Undergraduate Learning Assistant (ULA) in Lyman Briggs College for fall semester 20xx, with a possible renewal spring semester 20xx. Renewal decisions will be based on fall performance, staffing needs, and budget issues.

You will be appointed as an "Undergraduate Learning Assistant" on a salaried contract. Your appointment will be for 10 hours per week, and your total stipend for fall semester is _____. You will be paid bi-weekly. This salary includes payment for assisting in up to three 3-hour lab sections each week, if needed, as well as your attendance at a "ULA workshop" (3 days in August – please see dates below). If you will not be able to participate in the workshop or will be unable to identify three lab sections you can work each week, you should not sign this contract.

Your title is Biology Undergraduate Learning Assistant under the direction of Drs. <<FACULTY-NAME>>. The details about your specific assignment will be discussed with your instructors. In addition, as an Undergraduate Learning Assistant you are expected to:

- Keep your learning environment organized and clean, especially laboratories.
- Accommodate reasonable requests to adjust your schedule to meet the instructional needs of our students.
- Perform acceptably, both as an undergraduate learning assistant and as a student.
- Be registered as a full-time student (≥12 credits) in a MSU degree program.
- Participate in a 3-day workshop before classes begin (August xx-xx, 20xx).

It is important to understand that you should accept this offer only if you are prepared to meet these conditions. The undergraduate learning assistants in Lyman Briggs are crucial to our academic program. We have confidence in your ability to excel in this
valuable experience in teaching and learning. As you reflect upon your potential involvement in this position, please consider the responsibilities and time commitment you will be assuming.

If you choose to accept this position and the conditions outlined above, including the orientation and training sessions, please sign below and return this letter to E-28 Holmes Hall by Month XX, 20xx. Please bring and complete, if not on file, (1) an I-9 Form, (2) a copy of your driver’s license and (3) a copy of your Social Security card. Upon your acceptance, you will be provided with additional information.

Finally, this offer is contingent upon the budget provided to Briggs by the Provost. If you are unable to accept this offer, please let us know as soon as possible.

Sincerely,

Dean, Lyman Briggs College

Enclosure

cc: Professor(s) Directing the Course

I accept the offer of an Undergraduate Learning Assistantship in Lyman Briggs College for the period stated above, have read, and agree to the additional conditions outlined in the bulleted items above.

(Signature) ___________________________  (Date) ___________________________
MSU Undergraduate Learning Assistant Policy Appendix A4.

Sample Decline Letter for Lyman Briggs College

Month XX, 20xx

LBC Student
Holmes Hall
Campus

Dear Student:

Thank you for applying for an undergraduate learning assistantship for Biology in Lyman Briggs College for the 20xx-xx academic year. We received more applications for assistantships than there are open positions, and based on ranking by the faculty, we are unable to make you an offer of appointment at this time. We encourage you to apply again in December for the 20xx-xx academic year. As an advanced student, you will be a stronger candidate for the next round.

Sincerely,

Dean, Lyman Briggs College
MSU Undergraduate Learning Assistant Policy
Appendix B1.

Sample ULA Orientation and Training Workshop Schedule

Lyman Briggs College
2007 ULA Workshop

Monday, August 20, 2007:

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Facilitator</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>Welcome</td>
<td>Dr. Simmons</td>
<td>C106 Holmes Hall</td>
</tr>
<tr>
<td>9:15-9:45 AM</td>
<td>Introduction, forms</td>
<td>Dr. Spees</td>
<td>C106 Holmes Hall</td>
</tr>
<tr>
<td>9:45-10:30</td>
<td>Honor Code/Academic Honesty</td>
<td>Dr. Smith</td>
<td>C106 Holmes Hall</td>
</tr>
<tr>
<td>10:30-12:00</td>
<td>Teaching Techniques</td>
<td>Dr. Sweeder</td>
<td>C106 Holmes Hall</td>
</tr>
<tr>
<td>12:00-1:00</td>
<td>Lunch</td>
<td></td>
<td>Spartan Room,</td>
</tr>
<tr>
<td></td>
<td>(most returning ULas are excused after lunch)</td>
<td></td>
<td>Holmes Hall</td>
</tr>
<tr>
<td>1:00-2:00</td>
<td>Everything You Wanted to Know About ULA'ing But Were Afraid to Ask (ALL NEW ULas)</td>
<td>veteran ULas</td>
<td>C106 Holmes Hall</td>
</tr>
<tr>
<td>2:00-3:00</td>
<td>Diversity/Harassment Avoidance Training/Role Playing (ALL NEW ULas)</td>
<td>Dr. Jerry Urquhart &amp; Mr. Kent Workman</td>
<td>C106 Holmes Hall</td>
</tr>
</tbody>
</table>

Tuesday, August 21, 2007:
(lunch on your own, Math ULas need not attend PM session but will "owe" work)

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Facilitator</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-12:00</td>
<td>*Laboratory Safety</td>
<td>Ms. Rose and ORCBS</td>
<td>C106 Holmes Hall</td>
</tr>
<tr>
<td></td>
<td>(ALL NEW ULas in Bio, Chem, Physics, Returning ULas in these disciplines may do online ORCBS refresher course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30-12:00</td>
<td>Discipline Specific ULA Session for Mathematics (ALL new and returning MATH ULas)</td>
<td>Mathematics Faculty</td>
<td>TBD</td>
</tr>
<tr>
<td>1:00-4:30</td>
<td>Discipline Specific ULA Sessions for Chemistry, Biology, Physics (ALL new and returning ULas in these disciplines)</td>
<td>Discipline Faculty</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Wednesday, August 22, 2007 & Thursday August 23, 2007

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Facilitator</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00-4:30</td>
<td>Discipline Specific ULA Sessions for Chemistry, Biology, Physics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Friday August 24, 2007

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Facilitator</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30-4:00</td>
<td>MEET YOUR COLLEGE DAY</td>
<td>All LBS faculty, staff, and ULas</td>
<td>C101-C104 Holmes Hall</td>
</tr>
</tbody>
</table>
Part of the University's Employee Safety Education requires that they provide Safety Seminars on an annual basis to all employees working with chemicals, biological materials, and radioactive items. This begins with the first seminar before employment starts and continues with annual updates of that material. The safety seminar at the ULA Workshop fulfills the educational requirement and provides the required annual update. Returning ULAs that do not plan to attend the Safety Seminar at the workshop will need to arrange to complete the requirement of annual updating before classes start in the fall. Documentation of the attended safety seminars and the annual updates of that education is maintained by the MSU Office of Radiation, Chemical, & Biological Safety.
MSU Undergraduate Learning Assistant Policy
Appendix B2.

Sample Training Document (one of several) used for Lyman Briggs College ULAs who work in the Laboratory Classrooms
(Adapted from the “Standard Operating Procedures for GAs & LAs in Biology, Chemistry, Honors Biology & Physics Laboratories, Specific to Lyman Briggs College”)

Part 1: General Information, Administrative
(Note: Only Part 1 of this multipart document is included in this sample document)

A. Attendance, Absences, and Tardiness: Responsibility for work to be done
1) You are important, be on time as there may be students waiting and work to be done.
2) When you arrive set up daily priorities;
   a) open doors and windows if necessary,
   b) check for notes on problems/changes,
   c) check supplies and turn on needed equipment.
3) Make arrangements with lab coordinator well in advance for known absences and tardiness.

B. Job Description: General Duties in Priority Order
1) Assist students in learning lab concepts and performing their lab exercises,
2) Prepare medias, chemicals, and solutions,
3) Clean up of materials, chemicals and glassware which is to be returned to Prep Lab C-14,
4) Proper storage or disposal of materials and chemicals in the laboratory,
5) Monitor safety and security,
6) Monitor inventories of needed supplies and equipment (do we have enough supplies for the next lab session?),
7) General house-keeping (don't let students leave until they clean up or you have to),
8) Specific Methods divided into duties as assigned (see Part 2 for details of specific methods):
   a) Biological Materials & Equipment
      i) care of living plants/animals
      ii) care/disposal of dead/preserved animals
      iii) care/storage of equipment
   b) Sharps, Glassware, & Safety Equipment
      i) labeling/use of sharps container
      ii) care/recycling of glassware
      iii) safety glasses & gloves
      iv) safety showers
   c) Chemicals: Monitoring/Disposal
      i) replenishing chemicals/media
      ii) labeling/handling of chemicals
      iii) labeling/handling of chemical waste
   d) Cleanliness
      i) monitoring trash containers
      ii) maintaining counters and sinks
      iii) organization/cleanliness of cabinets/shelves
C. Leaving Lab:
1) Close & lock the doors/windows when you are the last Undergraduate Learning Assistant to leave the lab,
   a) including rooms/doors that provide access to the lab,
   b) close chemical hood sashes.
2) Put away any chemicals and clean-up any area you or the students have been working in,
3) Normally you should turn the lights off if you are locking the lab at the end of your shift,
4) Leave the supervisor/next ULA a note for things that need to be monitored in any way

D. Safety is everybody's business: General Safety -You are an example for the Students
1) As much as possible keep all rooms you are working in neat and clean, willingly clean-up any area that needs it (pick up trash and put it in the proper receptacle),
   a) Chemicals, biological materials, and glassware do not belong in the trash.
2) Safety ladders are to be used to retrieve or replace items on higher shelves, but nothing is to be stored on top of cabinets or shelving units.
3) Attend ORCBS seminars on Chemical Handling, Chemical Safety, Biological Hazards, and MI Right to Know, Keep up Safety with the online testing/information.
   a) Review the safety materials, Right to Know, Chemical Waste Disposal, and other ORCBS materials.
4) Proper clothing/dress is required in a working lab for the protection of your body, legs, arms, hands, face, and feet to prevent injury by contact.
   a) Clothing must not be baggy or frayed, and in case of emergency--be easy to remove,
   b) Shoes and socks are to protect the feet (sandals and other open toed footwear do not),
   c) The provided protective clothing includes: lab coats, aprons, various gloves and safety goggles, USE THEM.
5) Good personal hygiene is necessary, you should have the ingrained habits of hand washing, keeping fingers off your face, and always having loose hair corralled.
6) Eating and drinking is prohibited in laboratories; and smoking is prohibited in all Holmes Hall non-residence areas,
7) Keep the Balance and equipment areas CLEAN, wipe off counter top with wet sponge almost daily, rinse sponge, often a trace dusting of a chemical may be on it.
8) Willingly clean up any area that needs it (including the floor),
9) When you are working in the lab, the door is to be open/unlocked,
   a) You are to monitor persons entering and leaving the room and are to be mindful for their safety,
10) Extra, unauthorized, persons in the lab are not encouraged,
   a) You will need to be mindful of their safety, and
   b) Remain concentrated on your duties,
11) Safety (gray spill or "pig") mats are to be placed under chemical waste containers on floor and under waste items in the hood.
12) Clean up chemical spills immediately, taking what ever action is needed for the size of the spill and the materials spilled,
   a) Clean up materials are located in, under, or near the hood,
   b) Clean up even drips that are on the floor, rinse with water, dry with a towel,
   c) Report major spills to your supervisor and any needed personnel,
   d) Replace any clean-up item used to handle spill (i.e. Hg absorb pads, Chemsorb, etc.)
13) Keep walking areas clear; backpacks should be stowed well under the benches.
14) Use Material Safety Data Sheet notebooks,
   a) MSDS are available for the students and your use
   b) The notebooks are found in the E-29, C-6, C-5, C-4, C-3, C-13, and C-14,
   c) The notebook is a large black binder with a white tag, hand lettered in black ink MSDS”,
      there are seven of them,
   d) If a sheet is not available on a chemical in the lab, report it to your supervisor or the lab
      technician,
15) Adequately and clearly label, date, and initial all solutions and media,
16) And the most important safety measure is a large helping of COMMON SENSE,
   a) Be prepared, use a little forethought, plan ahead,
   b) Follow directions and apply what you are learning,
   c) Ask questions, research answers, keep notes on what you do.

D. Security: Standard Security Matters
1) Lock the all doors/windows when you are the last staff person to leave a room,
2) Equipment is to remain in the room it is in,
   a) If it becomes necessary to temporarily move something out, leave a note at the normal
      location as to its current (new) location and the person responsible for it,
3) You are to be aware of persons entering or leaving the room,
   a) When strangers/non-students come in, ask if you can help them,
4) Keys assigned are a great responsibility, do not lay them down, do not loan them to persons,
   a) Keep your keys with you while in the building,
      i) Store/carry them securely, when you leave the area,
      ii) Turn them in to the LBC office when you are on an extended leave,
      iii) You may be charged for a lost key.

E. Telephones: Each Lab is equipped with a telephone

   For EMERGENCIES, DIAL 911, no extension is needed

1) Answer the phone when it is ringing,
   a) Answer with “Hello, Lyman Briggs College Prep (or which ever) Lab, may I help you?”,
   b) Take a message if needed, Who for, Who called, Phone Number, Date/Time,
      & Concerning, then put the message on the desk.
2) For on-campus outgoing calls just dial the 5 digit extension,
3) The phone is blocked for long-distance calls,
4) The phone is not intended for personal calls, but for matters of an urgent nature,

Comments: This document has been prepared and developed with care. It is a gathering of the
“Standard Operating Procedures” I have used and taught to student lab assistants during my forty
some years of work in various laboratory settings across campus.

Sue Sellers Rose
Lyman Briggs College
Equipment and Supplies Technician
MSU Undergraduate Learning Assistant Policy

Appendix C. Sample ULA Evaluation forms
Adapted from the “Guide to Graduate Study in Zoology”

A sample ULA evaluation form is reproduced below. This form is to be filled out by the supervising faculty member at the end of the semester.

UNDERGRADUATE LEARNING ASSISTANT (ULA) EVALUATION FORM

ULA: ____________________________ Semester & year: ________________
Course name & number: ______________________________________________
Faculty supervisor name: ______________________ Date: ______________

Directions to faculty supervisor: Respond to each of the following statements by rating the ULA’s performance in each category as one of the following:

1: outstanding
2: very good
3: good
4: fair
5: poor
NA: Not applicable

1) Safe and timely set up of classroom and/or handling of lab materials __________
2) Preparation and mastery of course material ________________
3) Ability to explain difficult concepts to students ________________
4) Organization and systematic presentation of material ________________
5) Speaking style ________________
6) Enthusiasm/motivation ________________
7) Rapport with students ________________
8) Competent use of audiovisual and media tools ________________
9) Involved students effectively in classroom/lab discussion ________________
10) Asked questions to ascertain student understanding ________________
11) Offered meaningful encouragement and support for students ________________
12) Overall performance rating: ________________

Additional comments & recommendations (continue on reverse side if applicable):
A sample Student Instructional Rating System (SIRS) form is reproduced below. This form is to be filled out by students at the end of the semester.

<table>
<thead>
<tr>
<th>SIRS form (front)</th>
<th>SIRS form (back)</th>
</tr>
</thead>
</table>

Undergraduate Learning Assistant Policy, Appendix C1, 2/7/08