

Teaching Assistant Expectations

The following expectations were derived from the ACS guidelines for Teaching Assistants.

<https://www.acs.org/content/acs/en/chemical-safety/guidelines-for-chemical-laboratory-safety/resources-supporting-guidelines-for-chemical-laboratory-safety/teaching-assistants.html>

1. Teaching assistants are expected to have completed and be current on EHRS Lab Safety Training and EHRS Waste Management Training.
2. Teaching assistants are expected to comply with all safety rules established in the student lab manual. This includes (but is not limited to):
 - a. Wearing appropriate PPE at all times during the lab session.
 - b. Wearing appropriate lab attire to every lab session.
 - c. Never eating or drinking in the lab.
 - d. Following all general hygiene practices, including washing hands after glove removal and any time they leave the lab.
3. Teaching assistants are expected to be prepared and attentive during the lab session.
 - a. Any pre-lab discussions, including any hazard information must be prepared.
 - b. A thorough understanding of the lab experiment is expected prior to the lab section.
 - c. No cell phone or computer use during the lab session, except for pre-lab discussion or in the case of an emergency.
 - d. TAs are expected to walk around the lab at intervals and interact with every student. They are expected to correct any inappropriate student practices.
 - e. TAs are expected to monitor waste disposal and correct any inappropriate disposal methods.
4. Teaching Assistants are expected to spend the entire lab session in lab. If a TA must leave the lab, they must:
 - a. Inform the instructor that they must leave the lab.
 - b. Ensure the students are supervised, either by another TA or the instructor.
 - c. Inform the students who they should inform if there is a problem and that their primary TA is leaving.
 - d. Limit the amount of time spent out of the lab.
5. Teaching Assistants are expected to be familiar with all emergency protocols for the lab, including location of emergency irrigation, contact numbers for Student Health and the Emergency Room and evacuation procedures. Contact EHRS in the event of any emergency.
 - a. Minor chemical exposures to the skin: Flush the affected area for 15 minutes with soap and water. Contact Student Health while the student irrigates to determine follow-up needs.
 - b. Minor Physical Injury: Arrange transport for the student to Student Health for minor injuries.
 - c. Significant chemical exposure or physical injury: Dial 511 for emergency transport to emergency department.
 - d. Eye exposures: While the student flushes at the eyewash contact Student Health to determine treatment location.

Emergency Contact Numbers:

1. EHR: 215-898-4453 (24 hours, 7 days a week)
2. Penn Police: 511 (from campus phone) or 215-573-3333
3. Penn Student Health: 215-746-3535
4. HUP Emergency Room: 215-662-3920

Teaching Assistant Signature: _____