

## **Science Teaching/Lab Assistant Program**

*Purpose:* The purpose of this program is to give students the opportunity to work with a teacher in a classroom/laboratory setting to further develop a student's science content understanding as well as the student's ability to work with other students in an aiding/instructional role.

*Credit:* Students may choose either a ¼ elective credit per semester or use this assistantship to fulfill service hour requirements, but not both. The student will receive a P/F on their grade report if the credit option is chosen.

*Requirements:*

- Student has earned at least 7 high school credits
- Currently enrolled in a science course (unless waived by the science dept. chair)
- Meets eligibility requirements each week during the semester

*Acceptance Process:* A student interested in serving as a teaching/lab assistant must complete an application form by the end of the first week of the semester that the student is interested in serving. At the time of application, the student will determine whether service hours or the ¼ credit will be earned. Applications can be obtained through a science teacher or through the science department chair. The student's acceptance will be contingent on the following criteria:

- Complete an application (turn into a science teacher or science dept. chair)
- Interview with the mentor teacher
- Having a study hall/open period during the period that he/she will serve
- Approval by the mentor teacher and department chair

*Job Description:* The responsibilities of the student are those mutually agreed upon by the teacher and student and may include but are not limited to:

- Develop and work on a project (lesson plans, research) in conjunction with the mentor teacher
- Setting up and taking down laboratory experiments
- Preparing and repairing laboratory equipment
- Assisting students in the class

*For confidentiality reasons, grading of student work cannot be part of the assistant's job description.*

Teachers with laboratory assistance will be expected to train their student assistants in the safety measures that relate to their specific job description.

*Expectations:* As with any class, the student teaching/lab assistant will arrive to class on time and adhere to all the policies established by the classroom teacher. Attendance will be taken. The student teaching/laboratory assistant must remain eligible for the entire semester in order to continue to serve in this role. If the mentor teacher feels that the student is not performing his/her duties as assigned, the teacher reserves the right to cancel this appointment and the student will be placed in a study hall for the rest of the semester.

*Evaluation:* At the conclusion of the semester, the mentor teacher will complete a written evaluation on the assistant's performance and share this evaluation with the student so the student may receive constructive feedback regarding their assistantship.