

Academic Citizenship: Rules in the Classroom & Laboratory

Effective Spring Semester 2015

Section IX. Science Lab (201 ASP) Instructor Policy Statement

A) General Statements

It is the *de facto* policy that Western Nevada College (WNC) delegates authority to hiring managers (e.g., Academic Directors) to hire appropriately academically qualified/competent professionals to teach students in laboratory sections.

It is the *de facto* policy that the WNC Divisional Academic Director is the supervisor of the laboratory instructor.

It is Dr. Carman's policy that lab instructors are their own entities, i.e., if students have issues with the lab instructor and are unable to work out the issue, then the student will take the unresolved issue to the Academic Director of Liberal Arts [and Sciences] for resolution.

It is Dr. Carman's policy that another full time faculty member or the Academic Director will evaluate the laboratory instructor in accordance with WNC's Policies and Procedures for part-time faculty evaluations.

It is Dr. Carman's policy that these employees adhere to all of Dr. Carman's Rules and policies while teaching the lab experience.

It is Dr. Carman's policy that these employees use Dr. Carman's experiments linked in sequence to his website to teach the laboratory experience.

It is Dr. Carman's policy that these laboratory instructors provide Dr. Carman with the points earned (vis-à-vis the appropriate "Course Snapshot") by each student through the 15th week of the semester via email-attached Excel spreadsheet.

It is Dr. Carman's policy that the lab final exam will be turned in to Dr. Carman during the class' ACS Chemistry national final exam in the 16th week of the semester (final exam week) and that Dr. Carman will grade the lab final exam and add those points to the points provided by the lab instructor in determining the students' final grades for the course.

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B) Specific Statements: Unofficial Position Description

Side of College:	Academic Affairs	Effective Date:	March 2014
Division:	Liberal Arts [and Sciences]	Reports Directly to:	Director of Liberal Arts
Department:	Biology, Chemistry and Nutrition	Informal/Periodic Inquiries to:	Division Ass'ts
Sub-Department:	Biology and/or Chemistry	Academic Inquiries to:	Course Faculty of Record
Minimum Academic Qualifications:	Master's Degree in Appropriate Field	Years of Teaching Experience:	Academic Director's Discretion

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General Accountability

The Biology and/or Chemistry Laboratory Instructor shares responsibility for the effective operation of undergraduate teaching laboratories and related operations in the Chemistry curriculum.

Duties include:

- ❖ Maintenance of existing laboratory experiments and the apparatus associated with them, including computer-aided exercises.
- ❖ Laboratory preparation, performance of experiments in preparation for teaching them to students and pre-/post-experimental exercises.
- ❖ Demonstration of experiments and software to undergraduate students.
- ❖ Purchases necessary disposable laboratory supplies (e.g., solid and liquid reagents; disposable glassware; reagent containers, et al) when unavailable in the lab (must be knowledgeable in lab inventory and locale) using student lab fees generated for the lab section.
 - Chemical Supply vendor examples already in the WNC system include:
 - [Fisher Science](#) (Primary source – Fisher provides an educational discount on orders)
 - [Carolina Biological Supply Company](#)
 - [Sigma-Aldrich](#)

- 71 o Purchasing SOP include the following:
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- 73 ▪ Purchase is limited to lab fees for the class (e.g., 20 students X \$50 a
- 74 student = \$1000 lab use “budget” for the semester) OR to no more than
- 75 \$2000 per order, per vendor, per day.
- 76
- 77 ▪ Find necessary item[s] in online catalog and copy and paste URL into
- 78 email to Chelsie (Chelsie.Hamtak@wnc.edu) and/or Katy
- 79 (Katy.Edmunds@wnc.edu) for order processing.
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- 81 ▪ Find necessary item[s] in online catalog and complete the Purchase
- 82 Request form and email it to Chelsie and Katy (Purchase Request form
- 83 link: [https://intranet.wnc.edu/download/info/2013-05-](https://intranet.wnc.edu/download/info/2013-05-13_16:24:44_ptr_form_5-2013.xlsx)
- 84 [13_16:24:44_ptr_form_5-2013.xlsx](https://intranet.wnc.edu/download/info/2013-05-13_16:24:44_ptr_form_5-2013.xlsx)) for order processing.
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- 86 ❖ Assessment of the performance of students and submission of lab scores to faculty of
- 87 record for the course.
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- 89 ❖ Perform proper hazardous materials’ disposal IAW WNC’s EH&S policies and
- 90 procedures (<http://www.wnc.edu/ehs/>) located on WNC’s publicly accessible website, as
- 91 well as WNC’s intranet accessible by faculty and staff.
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93 **Nature and Scope**

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- 95 1. The Biology and/or Chemistry Laboratory Instructor works on their own initiative with
- 96 minimal daily supervision, and reports to the Director of Liberal Arts.
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- 98 2. The Biology and/or Chemistry Laboratory Instructor:
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- 100 a. Gives supervision and instruction on experiments to students prior to the
- 101 commencement of each laboratory session.
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- 103 b. Provides specific emphasis to students on safety, equipment preparation, problems
- 104 potentially encountered during the experiment, and data analysis.
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- 106 3. The primary objective and challenge of the Biology and/or Chemistry Laboratory
- 107 Instructor's job is:
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- 109 a. Take full academic responsibility for the lab sections and lab exercises to which
- 110 they are assigned each term. This includes: the grading scheme, using web-based
- 111 course material delivery where appropriate, assigning lab groups for the
- 112 experiments, giving instruction to students regarding course expectations and
- 113 requirements, assisting with grading, assessing and submitting final course grades,
- 114 responding to inquiries and appeals regarding grades.

- 115 i. Department policy is that any student having DSS needs is to provide only
116 double time, if requested, for quizzes and exams.
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- 118 b. Work with other teaching staff to ensure that all experiments in all courses work
119 when classes meet. Work to ensure that all the Biology and/or Chemistry lab
120 exercises have consistent expectations and practice.
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- 122 c. Provide technical support in the teaching process by being present at laboratory
123 classes and explaining proper use of equipment to the undergraduate students
124 performing the experiments.
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- 126 4. Where abilities, interests and opportunities exist, deliver undergraduate lectures and/or
127 tutorials in the Chemistry program.
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- 129 5. Other duties of the Biology and/or Chemistry Laboratory Instructor include:
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- 131 a. Preparation of chemical solutions, biological specimens and other materials
132 required in the laboratories.
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- 134 b. Familiarity with individual experiments and operation of special laboratory
135 equipment, including analytical equipment, data measurement devices and meters,
136 pumps, reactors, membranes, heat exchangers, other unit operations, and
137 biological materials and equipment such as microscopes.
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- 139 c. Handle paperwork associated with the purchase and repair of laboratory
140 equipment, supplies and inventory.
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- 142 d. Supervise health and safety aspects of undergraduate laboratories for all users.
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- 144 e. Perform library searches, reading, and professional training to remain current with
145 developments in chemistry and education.
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- 147 f. Coordinate with the faculty of record on student-required materials, e.g., texts, lab
148 books, goggles, lab coats, web requirements.
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150 **Statistical Data**

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152 Courses in Biology and/or Chemistry, including the laboratory courses, enroll up to
153 approximately 25 students per lab section per term. Laboratory courses occur in each of the
154 two terms per year. There are approximately 200 Biology and/or Chemistry undergraduate
155 students on the Carson City campus over the academic year, of which only a few are
156 Biology and/or Chemistry Majors in the making; the remainder are pre-professional
157 students, e.g., pre-nursing, pre-med, pre-pharmacy, ad nauseum.
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Specific Accountabilities

1. Smooth operation of assigned undergraduate Biology and/or Chemistry Laboratories.
2. Administration of the assigned undergraduate laboratory courses and exercises and a commitment to continuous quality improvement.
3. Supervision and instruction of the students in each assigned lab section.
4. Provide effective leadership in the laboratory, including instruction of students and assessment of their academic performance.
5. Provide effective safety leadership, intervention and enforcement in the laboratory environment.
6. Collaborate with the other department teaching staff IAW institutional and individual faculty policies to provide course coverage in case of emergencies.

Working Conditions

1. The Biology and/or Chemistry Laboratory Instructor is expected to organize their work such that they are present during all scheduled lab periods.
2. Most of the time is spent:
 - a. in teaching labs (including computer-aided teaching) or in office hours, working with undergraduate students, or
 - b. in the laboratory performing experiments (schedule with Chelsie or Katy to negate scheduling conflicts), verifying supplies, preparing orders for needed supplies, locating and preparing equipment, reagents and materials for the lab experiments.