TA Instructions for First Lab Meeting

Enrollment Management

- Print your roster from eGrades the morning of your lab.
  - **Maximum enrollment is 24 students.** You may issue Add Codes to students only if there are fewer than 24 students on the roster.

- Take attendance.
  - Only those students on the roster or those with an Add Code are entitled to a seat; all others must leave.
  - Students who are not on your roster may enroll the next time the lab is offered. Note: all labs, with the exception of 5L, are offered three times a year.

- Report all absences of the first lab meeting to the department Undergraduate Advisor as soon as convenient. Include the following information: your name, enrollment code, name of student and perm number.
  - Do not drop absent students. (Students who miss two or more labs will be given an “F” grade.)
  - Do not add students when 24 are registered and any registered student is absent.

- Do not allow students who are enrolled in another section into your class.

- Students may not switch labs.

- Students can make up only one lab. Labs are on a rigorous and tight schedule and the quarter system allows time for only one make-up.

Safety Instructions to be Disseminated at First Meeting

- Point out and locate the following:
  - Fire Extinguisher
  - Safety and First-Aid signage
  - Emergency phone numbers and location of emergency (red) phone
  - Explanation of what to do if the TA is injured
  - First-Aid kit
  - Emergency flashlight
  - Emergency exit paths

- Personal Protective Equipment reminder:
  - Closed-toed footwear is required
  - Protective eyewear is recommended for certain labs; students will be notified in advance.

- Report any injury to your TA immediately.

August, 2011