



STUDENT'S NAME \_\_\_\_\_ PEOPLE SOFT ID # \_\_\_\_\_

LOCAL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

TERM:   
 Fall \_\_\_\_\_ YEAR: \_\_\_\_\_ HOURS/WEEK \_\_\_\_\_ # of CREDITS \_\_\_\_\_  
 Spring \_\_\_\_\_ (~5/wk = 1 credit) (H/S/U Grade Only)  
 Summer \_\_\_\_\_

FACULTY SPONSOR \_\_\_\_\_

COURSE (Lecture/Lab) \_\_\_\_\_

**STUDENT RESPONSIBILITIES:**

<b>Lecture:</b>	<b>Lab:</b>
<input type="checkbox"/> Attend each lecture session	<input type="checkbox"/> Attend each lab session
<input type="checkbox"/> Attend organizational meetings as scheduled	<input type="checkbox"/> Attend organizational meetings as scheduled
<input type="checkbox"/> Hold office hours	<input type="checkbox"/> Hold office hours
<input type="checkbox"/> Facilitate recitation	<input type="checkbox"/> Set up lab each week
<input type="checkbox"/> Participate in review sessions	<input type="checkbox"/> Participate in pre- and post- equipment inventory
<input type="checkbox"/> Facilitate peer study sessions (Bio-In-the-Dorms)	<input type="checkbox"/> Maintain lab equipment and materials
<input type="checkbox"/> Develop written materials (handouts, exam questions)	<input type="checkbox"/> Develop/test lab protocols
<input type="checkbox"/> Proctor exams	<input type="checkbox"/> Perform notebook checks
<input type="checkbox"/> Write a summary reflection paper	<input type="checkbox"/> Proctor quizzes
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

**FACULTY RESPONSIBILITIES:**

(Describe how the student will be supervised and evaluated.)

Meeting Frequency: \_\_\_\_\_

Evaluation methods:

- Observation
- Evaluation of written work
- Other:

Student Signature: \_\_\_\_\_ Faculty Signature: \_\_\_\_\_

Student: Return this form to any Biological Sciences Advisor in A258 Langley before the end of add/drop (2 weeks into the term). After add/drop, Dean's permission and late fee required.