

NUIP Teaching Assistant General Orientation Fall 2022

TA Coordinator:

Jean Zancanella
Email: jean.zancanella@health.utah.edu
Office: HPER N 212
Phone: (801) 585-9127

NUIP Accountant:

Jun Daniel
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Office: HPER N 224D
Phone: (801) 587-9056

Contact Jun with questions regarding payment

Teaching Assistant: _____

Supervising Instructor & Classes: _____

Teaching Assistantship Responsibilities:

Each TA is assigned one or more supervising faculty members to whom they are directly responsible.

TA Workload & General Expectations

- Weekly contact with assigned faculty member
- Let faculty know if you are overworked (your hours should average out to 10 hrs/wk - some weeks will be more, and others will be less)
- You are both a student and an employee of the department and should exhibit high levels of professionalism when communicating with faculty and students.
- TAs are expected to complete grading, and provide evaluation and feedback to students as directed by their supervising instructor
- Holding office hours – report the time and location of your office hours to your assigned instructor
- Other duties as assigned – you may be asked to attend certain classes, labs, exams, deliver lectures, or hold review sessions for example

Action Items to complete by the end of the first week of class:

- Gain access to the Canvas courses for your TA assignments
- Report location and time of office hours to your assigned instructor
- Complete FERPA training - <https://registrar.utah.edu/faculty/ferpa-resources.php>

Evaluation and Problem Solving

- A written evaluation should be completed by supervising faculty each semester. These evaluations will be used to assist in selection of future TA positions and letters of reference for students.
- If problems arise: meet with supervising faculty first and try and resolve the problem
- If further problem solving is needed meet with Jean Zancanella



Department of Nutrition and
Integrative Physiology
250 S. 1850 E. Rm 214
Salt Lake City, UT 84112
801.581.6730

I have read and understand the general expectations of my TA assignment. I have made contacted my supervising instructor to discuss specific expectations for my assigned courses.

Student Name _____ Student ID _____

Signature _____ Date _____

Supervising Instructor Signature _____

Complete and return this form to Jean Zancanella no later than 5pm August 29th, 2022

TA Foods Lab Orientation

<p>Introduction</p>	<p>NUIP Foods Lab HPER N 227 – reserve with NUIP Admin. Assistant Door code: 15937# Retractable wall can be moved to allow access to classroom 226 <ul style="list-style-type: none"> Contact scheduling@utah.edu to reserve HPER N 226 </p>
<p>Kitchen Safety</p>	<p>Fire extinguisher – located directly on your right as you enter the Lab <ul style="list-style-type: none"> Use (P.A.S.S) instructions for proper use <p>Emergency Response Guide – located next to fire extinguisher <p>First aid kit – located on shelves on west wall next to fridge <p>Exhaust fan – located on the south wall of the purple station <p>NO BACKPACKS ALLOWED ON COUNTER TOPS – hooks located in first storage closet for backpacks</p> </p></p></p></p>
<p>Food Purchasing, Storage and Ingredients</p>	<p>Emily Jackson Emily.Jackson@health.utah.edu – Food purchaser (CAF, Culinary Med. and UCCN), maintains food safety and oversees organization in Foods Lab. <ul style="list-style-type: none"> Coordinates with TA's via email – email her with questions Print and carry purchase orders at Smith's Purchase special ingredients as needed <p>Color coded food storage <ul style="list-style-type: none"> CAF – orange Culinary Med – red UCCN – Pink <p>All ingredients that are in the cabinets and fridge/freezer are for department use only. Use only the color coded food for your course, to ensure enough ingredients are available for each course <p>Any leftover food, must be color coded, dated and stored properly <p>Spices and dry ingredients – can be used freely (let Emily Jackson know when running low)</p> </p></p></p></p>
<p>Food Safety</p>	<p>Review: Food Safety Charts, Food Poisoning and Keeping Food Safe at https://www.foodsafety.gov/ - to meet food handlers minimum requirements <ul style="list-style-type: none"> All meat MUST be removed from original packaging, placed in air-tight tupperware (located in Lab's first storage closet), labeled with date and stored in refrigerator bottom drawer </p>

<p>Cooking Stations</p>	<p>Color coded stations ★★★It's your responsibility to ensure equipment is returned to correct station and to its correctly labeled position★★★</p> <p>Basic station equipment:</p> <ul style="list-style-type: none"> ○ Pots, pans, bakeware, plates, cups, silverware, bowls, measuring spoons/cups, cooking utensils, graters, steamers <p>Storage closet equipment:</p> <ul style="list-style-type: none"> ○ Kitchen aid mixer, emersion blender, crockpots, cast-iron pans, dutch oven, candy thermometers, food processors, etc. <p>NOTICE: Black station cookware (pots and pans) can ONLY be used at the black station.</p>
<p>Clean-up</p>	<p>Review attached cleaning checklist – can also be found on Lab door</p> <p>Rags, aprons, oven mitts – located in closet on the right of east fridge</p> <p>Broom, dustpans – located in closet in back corner of east wall</p> <p>Cleaning products – located in first storage closet on shelf</p> <p>Laundry bag – Large red bag for dirty rags, located in first storage closet (gets picked up every Monday and Thursday)</p> <p>Garbage MUST be taken to dumpster in HPER N parking lot if class falls on Friday afternoon</p>
<p>Dishwashers</p>	<p>DO NOT USE DISHWASHER – without permission from NUIP Department</p> <p>Dish dryers – located under each kitchen sink</p> <p>All dishes must be washed, dried and put away in proper location</p>
<p>Demo Area</p>	<p>Black station – can be used for class demonstrations</p> <p>After moving retractable wall, the instructor can tilt the mirror so students in the HPER N 226 classroom can see what the instructor is doing on the stove</p> <p>ONLY black station pots/pans will work on this stovetop</p> <p>MUST close retractable wall when done with class – tilt mirror back before moving the wall</p>

Please make sure that all checklist items below are completed before you leave the Foods Lab. If you find things dirty and/or out of place when you arrive, notify the department Administrative Assistant located in the main office, room 214, otherwise you will be held responsible.

CLEANING CHECKLIST:

- ✓ Wipe down all countertops and inside of the sinks.
 - Cleaning materials are under sinks.
- ✓ Run all garbage disposals.
- ✓ Put chairs/bar stools back in neat formation around center island.
- ✓ **THOROUGHLY** clean and properly store all used dishes.
 - Leave no dirty dishes in the sink.
 - **DO NOT** use the dishwasher without express permission from the department.
- ✓ Put all supplies and equipment back in correct storage location.
- ✓ Make sure all used materials are thoroughly cleaned and put away.
- ✓ Sweep any spills or messes on the floor.
- ✓ Place dirty towels and washcloths in laundry bag.
- ✓ Close the retractable door and the operating box if applicable.
- ✓ No food is to be stored in the closet areas.
- ✓ No food is to be left out on the counters.
- ✓ Mark all food stored in the refrigerators.

FAILURE TO CLEAN COMPLETELY WILL RESULT IN THE FOLLOWING:

First offense – A warning will be issued.

Second offense – A formal warning will be issued.

Third offense – The use of the Foods Lab will be revoked.

Many thanks in advance for your efforts in keeping a clean, tidy and beautiful space.



Teaching & Learning
Technologies

THE UNIVERSITY OF UTAH

Scantron Scoring Services Order Form

295 S 1500 E Salt Lake City, Ut 84112

UOnline Center, Suite 1704, Marriott Library

Phone: 801-581-6112, Opt 2

Print and send this form with your completed scantron sheets to the UOnline Center

Orders with incomplete or missing fields will be returned.

To be completed by requesting instructor

All fields are required and must be completed

Date:

Instructor's Name:

Department:

Office Bldg & Rm:

Billing Contact:

Instructor's Email:

Billing Phone:

Course Catalog ID:

Billing Email:

Exam Name:

Return Service:

☐ Pick Up

☐ Campus Mail

Scantron Sheet Count:

☐ Rush Order

Chartfield #

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNTS	A/U	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

****All generated reports will be deposited in your Canvas Course.****

Exam Services is not responsible for incomplete Scantron sheets or mis-marked bubbles

To be completed by TLT Staff

Receiving

Date:

Time:

Received by:

Processing

Base Fee: Covers Reports, Keys & two business day turnaround.

\$5.00 fixed fee:

5.00

Scantron Fee: Processing scantron sheets

Scantron
Sheet

X \$.10 per sheet:

Rush Order: Special service within same day

\$10 Same Day

Date:

Total:

Processed by:

Billing

Date:

Invoice #:

TEACHING ASSISTANT EVALUATION

Teaching Assistant Name: _____

Evaluator/Instructor Name: _____

Course and Section number: _____

Semester and Year: _____

To the best of your knowledge, please circle the most appropriate response to each statement below [On a scale from 0-5 with 0 being the lowest (never) and 5 being the best (always).]

1. The Teaching Assistant was capable of following instruction and working independently.

0 1 2 3 4 5

2. The Teaching Assistant completed tasks in a timely manner.

0 1 2 3 4 5

3. The Teaching Assistant responded to students in class with professionalism (i.e. courteous, kind, positive, empathetic).

0 1 2 3 4 5

4. The Teaching Assistant displayed expected level of knowledge on the subject matter with attention to detail.

0 1 2 3 4 5

5. The Teaching Assistant's overall performance was:

0 1 2 3 4 5

If the Teaching Assistant's performance needs improvement, please elaborate:

Instructor signature: _____

Date: _____