

Welcome to the Undergraduate Teaching Assistant Program  
Life Sciences 192B  
Summer Session A Syllabus and Class Information

**UA Meetings: Friday 11AM-12PM, YH 2336 (Room is subject to change)**

**UA Program Staff**

**Instructor:**

Gaston M.U. Pfluegl  
2875 Slichter Hall  
(310) 794-4113  
[drpfluegl@gmail.com](mailto:drpfluegl@gmail.com)

**UA Coordinator:**

Karen Flummerfelt  
2344 Young Hall South (Prep Lab)  
(310) 267-4635  
[kflummerfelt@gmail.com](mailto:kflummerfelt@gmail.com)

**Lab Coordination and Preparation:**

Rhonda Murotake  
2344 Young Hall South (Prep Lab)  
(310) 825-8860  
[Rhondam@lifesci.ucla.edu](mailto:Rhondam@lifesci.ucla.edu)

Rachel Sauvageot  
2344 Young Hall South (Prep Lab)  
(310) 794-4170  
[Rachels@lifesci.ucla.edu](mailto:Rachels@lifesci.ucla.edu)

**Class Goals**

The purpose of the UA program is to offer undergraduate students an opportunity to obtain knowledge and experience by allowing them to assist in the teaching of a Life Sciences lab course. This in-the-classroom practice allows them to see what goes on the preparation and execution of a university-level lab course in the anticipation that it will increase their knowledge of biological concepts and give them beginning experience in teaching others. In order to accomplish this, UAs offer a helping hand to aid the TA with all facets of the lab. The LS prep staff prepares the UA as much as possible for the lab with the hope that the UA will be able to aid the TA with any and every portion of the lab the TA requests of them, and by teaching others they will learn themselves.

**Grading**

UA Lab Meeting Attendance	80 pts
Lab Attendance at All Sections	80 pts
Participation	30 pts
TA evaluations	40 pts
Presentations	30 pts
Lab Questions	40 pts

---

Total	300 pts
-------	---------

## Participation and Attendance

1. Attend all labs, lab meetings and UA meetings.
2. You must arrive on time to all lab meetings, listen carefully to all the information given to you and go through the lab for practice. Arriving late or leaving early will result in a lower grade.
3. Attend all of your assigned labs. You should arrive 10 minutes early to pick up the necessary materials from the Lab Prep staff and immediately begin to prepare the lab for the TA and the students.
4. Actively participate in the labs by assisting the TA in the set up and helping the TAs and the students during lab, carrying out request for the TA and assisting the TA in the clean up process. Always ask the TA whether she/he needs helps and always walk around to see if any students need help. DON'T just stand around!!
5. Exhibit appropriate and professional behavior during all UA activities. Remember the students look up to you.
6. Never read for another class during your meetings or lab sections, disrupt the lab, leave the lab without letting the TA know, or engage in any other inappropriate behavior.
7. Engage the students with what you learned from the lab when you took the class, but make sure that is ok with the TA before doing this.
8. **If for some reason/emergency you are unable to attend/ miss a lab, you must arrange for another UA to cover you. Then, please notify me and the TA for that lab so that we know to expect someone other than you.**
9. **Get your TAs email address on the first day so that you will be able to contact her/him.**

## The DON'T list for the UAs:

1. **DON'T** leave lab until either every student has left or ALL of the clean up is done or till 2 hours 50 minutes of the lab class.
2. **DON'T** talk to other students in the lab regarding classes other than LS2/3
3. **DON'T** play with the smart board or any other computer in the lab for your own amusement.
4. **DON'T** criticize or contradict the TA in front of the class or students. If there is a problem, speak with the TAs in private.
5. **DON'T** compare the TAs by telling them that another TA does the lab differently than they do.
6. **DON'T** give the answers to the labs to the students or read their lab reports.
7. **DON'T** do your own personal work in the lab like homework for another class or studying for an exam.
8. **DON'T** go unprepared to the lab. You **MUST** know all labs forward and backwards so if the TA asks you to teach a specific portion, you know how to do it. (MOST IMPORTANT!!!!!!)

## Assignments

- At least 1 multiple choice question for each lab due on Friday at 9pm that week.
- One presentation
- Recruitment of future UA's

## Lab Questions

1. For every lab you should make up one **GOOD** multiple choice question.
2. The due date for the questions will be at 9pm the Friday of the week of that particular lab.
3. Each question should have 5 answers labeled as a-e and must be grammatically correct with no misspellings.
4. Please use Microsoft Word only to type these questions – **It must be an attachment, not part of the e-mail.**
5. Make sure you think of a good question with logical answers, as a part of your final grade depends on it. **If the question is not thought provoking, you will not receive credit for it.**
6. **DO NOT** make up questions about lab procedures.
7. Please do not use “none of the above” or “all of the above” as answer choices.
8. When questions are due, you must email them as an attachment by **9PM** the following email : [lscoreua@gmail.com](mailto:lscoreua@gmail.com)
  - Each email should have the subject line “LS2/3 lab question”, along with the name of the lab
  - Your name should be included somewhere in the e-mail, preferably in the subject line.
  - An example of a good subject line would be: LS2 lab question: Rat Dissection, Joe Bruin (your name, whatever that may be)

## Presentations

1. There will be one presentation given by a UA every week for a total of five for the session.
2. Four presentations will be on the lab subject for the following week.
3. The other will be on the topic chosen by the UA
4. Grading will be based on participation, presentation, content and knowledge of the material.
5. The lab subject presentation should be accessed on Blackboard and practiced prior to coming to the UA meeting.

## Miscellaneous UA Information

### **Lab manuals**

Lab manuals are updated annually. UAs can check them out for the quarter in the prep room if they do not have their own. Students must purchase them at the campus bookstore.

### **LS Laboratory Website**

Information of class, section and room schedule can be found at <http://lslab.lscore.ucla.edu>

## **LS 3 UA Lab Responsibilities and Assignments:**

### **Lab 1: Pipetting and Proteins**

Presentations: Standard Curve

Responsibilities: Help students properly pipette, also run the spectrophotometer and assist with gel running.

### **Lab 2: $\beta$ -gal**

Presentation: *Lac* operon animation

Responsibilities: Help with all steps in this very detailed-orientated protocol; run spectrophotometer.

### **Lab 3: Mitochondrial DNA Extraction and PCR**

Presentation: Mitochondria Website (First 3 links)

Responsibilities: Help TA/Students with cheek swabs and PCR

### **Lab 4: PCR Verification and Sequencing**

Presentation: Agarose Vs. SDS-PAGE gels

Responsibilities: Help TA with the Gel run and help students with their worksheet

### **Lab 5: Bioinformatics and Phylogeny**

Presentations: Mitochondria Website (Maps)

Responsibilities: Assist students with Phylogeny exercises