

Information for Teaching Assistants

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Fredrik Hellberg

Agenda

- Practical information
- Questions?
- Gender equality and equal opportunities (Sara Strandberg)

Teaching assistant

Extend PhD studies up to 20% (20% corresponds to 350 working hours/year)

As it is now you can get 5,10,15 or 20%. This can change from year to year.

Teaching

- Tutorials, laboratory and calculation exercises
- Lab responsibilities
- Mentorship Bachelor projects

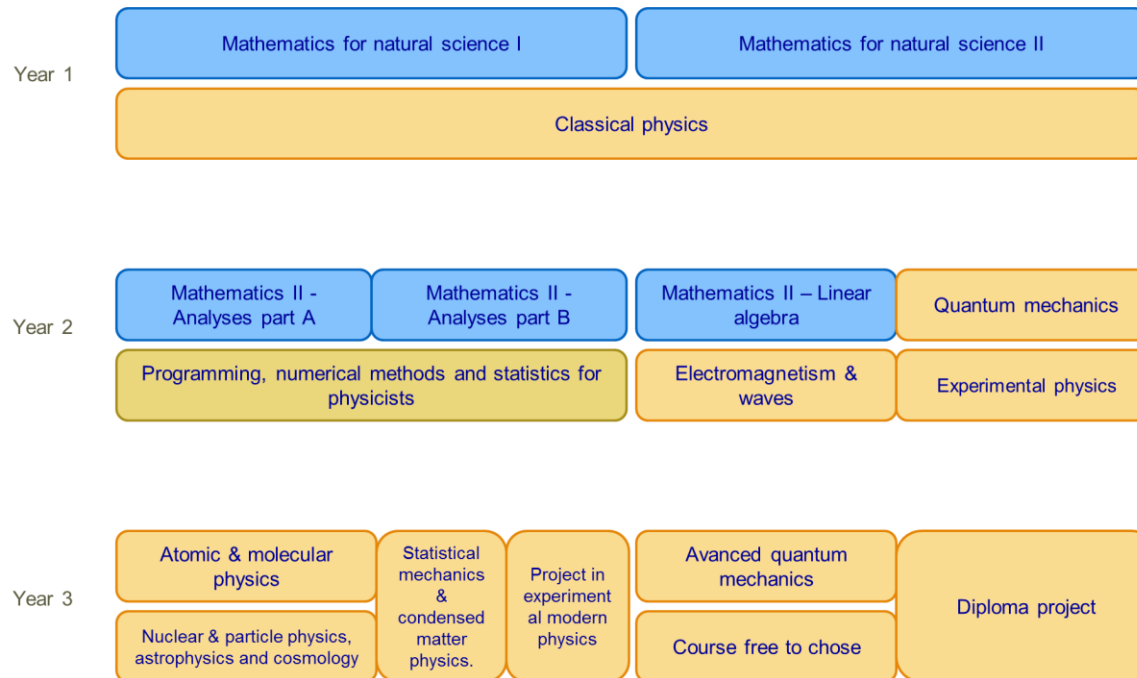
Outreach

- Fysikshow
- Hollywoodfysik
- PRAO students (work experience for students 14-19 years old)
- Vetenskapens hus

Administration

- Course evaluations

Programs at Fysikum



Good to know about all programs at Fysikum and not only the course you teach.

Bachelor program i physics, 180 ECTS (taught in Swedish first two years)

Master program in physics, theoretical physics and computational physics 120 ECTS

Master program in medical physics 300 ECTS

See details of the programs in physics at fysik.su.se

Working hours for teaching duties

Working hours per lesson.

- Lectures $4\times$
- Tutorials $3\times$
- Theoretical exercises $3\times$
- Laboratory exercises $1.5\times$
- Correction of lab reports: 1 hour per report

Positive correction factors:

- Evening course $1.2 \times$
- The first time you do a certain task $4/3 \times$

See <https://stockholmuniversity.box.com/Fysikum-Assistentinfo>

Assignments

- The plan for the next academic year is made in the spring.
- All assistants who wants to teach next year will be called for individual discussions about possible assignments.
- Before summer there is a formal decision of the plan made by the head of department.

Your responsibilities

Laboratory work

- Course responsible should call for a meeting before the course starts, but you can contact him or her as well if necessary!
- Make sure all lab equipment is working and there are sufficient numbers of setups well in advance (weeks!).
- First time? Make sure you get help from head of the course or previous assistant with an introduction.
- It is not included in the time to develop new labs. It is possible to get extra hours for that if necessary. **Ask for extra hours in advance.**
- If something is broken or new equipment is needed contact me or Andreas Rydh (responsibles for student labs)
- Mark lab reports if included (see rules for lab reports in next slide)

Your responsibilities

Tutorial/calculation exercises

- Plan the exercises with help and instructions from head of the course (for example what problems to solve)
- Correct home assignments (if included)
- Be well prepared!
- Make sure you know the purpose of the lab/exercise. Talk to head of the course and you can also look at course content and learning outcomes in syllabus.

Lab reports

1. **Studenten** måste lämna in sin rapport **senast två veckor efter laborationstillfället**.
2. Om en rapport inte godkänns har studenten rätt att lämna in en förbättrad version för förnyad bedömning inom två veckor efter att man fått tillbaka sin ej godkända rapport. Det högst tillåtna antalet inskickade versioner är dock 4. Missar man en deadline för den första eller senare versioner räknas detta som en ej godkänd version. Vid ytterligare försening tappar man ytterligare ett inlämningsförsök för varje två-veckors period där man inte lämnat sin rapport. Detta innebär då t ex att om man inte har lämnat första versionen av sin rapport åtta veckor efter laborationstillfället så har man förlorat möjligheten att få den rättad.
3. Om sista versionen (enligt punkten 2) inte godkänns måste laborationen göras om i sin helhet vid ett senare kurstillfälle.
4. För första versionen av rapporter som är inlämnade i tid ska **rättande lärare/assistent** rätta och lämna tillbaka rapporten senast **två veckor efter sista inlämningsdag**. Det ska framgå tydligt ifall rapporten är godkänd eller inte och i förekommande fall vilket betyg (eller annan bedömning/poängsättning) som ges till arbetet.
5. **Senare versioner ska rättas inom tre veckor efter det att de lämnats in.**
6. En student som inte fått feedback inom de under 4 och 5 fastställda tidsgränserna kan kontakta studierektor eller programansvarig som tar upp frågan med läraren och som kan bevilja ytterligare tid för studenten att lämna in följande versioner om förseningen ställer till studentens planering.

Important that this is done in every course with written lab reports if nothing else is decided by course responsible in the beginning of the course.

See document in <https://stockholmuniversity.box.com/v/Fysikum-Assistentinfo>

Your role as a teacher

- As assistant you are a teacher. An important job with major responsibilities. Your job is to help them learn (not just to just finish the lab or exercises). Be professional!
- The decision to approve or reject a laboratory report for example is a formal decision, which is important to the student and therefore must be handled correctly.
- When correcting lab reports and home assignments: Write clearly on the first page of the report your name, the date and the result (Usually G (Godkänd=Approved) or Å (Åter=Not yet approved)).
- Keep careful book of the status of every report.
- Report the results to the head of the course or directly into New Ladok.
- Returning of the reports is often done at the student office, but routines differ for different courses. Check with the head of the course.
- Be in time for your own classes! And be well prepared!
- If a schedule change is absolutely necessary. Talk to the head of the course well in advance (rather months than weeks).
- Should you get sick. Make sure this information reaches the students and the head of the course.
- Be aware about questions relating to equality in terms of gender, race, religion etc.
<https://www.fysik.su.se/english/about-us/policy-documents/equal-rights-and-opportunities>

Pedagogical course

- *Introduction to teaching* is a practical training course for new teachers given by Centrum för Universitetslärarutbildning.
- The main responsible for the course is Anthony Burden.
- The amount of time estimated for you to spend on this is 50 hours (counted as working hours for your teaching part).

Introduction to teaching at <http://www.su.se/ceul/utbildning/kurser>

Assistants using radioactive sources need to take a course in radiation safety:

Ask Fredrik Hellberg if you have not taken the course and will use radioactive sources.

Any interests for further education and discussion? For example lunch seminar? What topic?

We had a lunch seminar last year concerning feedback to students.

Covid-19 restrictions 2020-09-16

- Head of course informs you what the restrictions are
- Main principle is to keep distance between students and teacher in labs or lectures.
- No face protection is provided by Fysikum, but if students or assistants want to wear them it is allowed.
- Remind students to stay at home if ill. The same applies for you.
- We have tried to schedule labs and exercises when it is not rush hours in public transportation
- Microphones, cameras available to borrow for teaching
<https://indico.fysik.su.se/rooms/rooms>

Covid-19 restrictions 2020-09-16



Lectures and calculation exercises on campus

- keep chairs and tables with distance in beginning of lecture.
- Remind students to keep distance

Labs

- Work individually if possible, maximum in pair
- If students work in pairs make sure students can keep the distance
- Hand disinfectants in all labs.
- Clean lab equipment with alcohol (also in all labs) in between sessions

Working group concerning labs in the Bachelor programs

- At GUK 180903 it was decided to form a working group to evaluate the progression of the laboratory work in the Bachelor program.
- The working group will also be a forum for lab related issues such as improvement of labs, instructions, academic writing and so on.
- Mainly worked on labs for FK3014 Klassisk fysik
- Gustav Eklund PhD representative graduate soon. Anyone interested?

**Thanks for doing an excellent work for
Fysikum!**

More information can be found here

<https://stockholmuniversity.box.com/v/Fysikum-Assistentinfo>

Internationalisation and throughput

- Internationalisation is becoming more important in both in research and education, both in Sweden and in European union
- We have about 20-30 exchange students coming to Fysikum every semester.
- 1-2 from Fysikum is going out every year
- Important that everyone encourage students to go for exchange studies during his or her studies.
- Many of ours students has difficulties to pass our programs. Remember that your work is important!