



BIOLOGY UNDERGRADUATE TEACHING ASSISTANT WORK REPORT REQUIREMENTS

Biology 368 Grading Requirements

The following must be submitted to receive a grade:

- Completed Work Report
- Student Satisfaction Survey
- Supervisor Rating Scale
- Updated Resume

You will be granted a "Pass" or "Fail" grade for Bio 368 based on the content and timeliness of your **Work Report**, as well as the results of both the **Student Satisfaction Survey** and the **Supervisor Rating Scale**, and submission of an **updated resume**. These surveys are completed and returned online. You will receive an initial link to your survey and one for your supervisor via email towards the end of the semester. A second notice will be sent as well. Please do not pass these links to other students, as they have been especially created to gather your personal information. The CMC will pass along the completed survey to your faculty member. Both evaluations are due on or before the last day of classes.

Work Report

Guidelines: Your report is an academic paper and must be approached as a professional paper suitable for presentation. The description contained in this document is based on general guidelines and does not take the place of additional faculty requirements. Contact your faculty member for clarification about additional submissions if necessary.

1. Your paper should be 3-5 typed, double-spaced pages and written in a formal writing style. Make sure to use proper paragraph structure, grammar, and spelling. Your submitted paper should have one inch margins on all four sides.
2. On the cover page, denote the semester your work report covers (ex. Fall 2008 Work Report). Also include your name, university ID number, current phone number, email address, and the course for which you are turning in the paper.
3. Your paper should be a reflective essay discussing your role as a UTA and how it relates to what you've learned in other classes, as well as what new ideas/concepts you may have learned as well.

Please submit 1 paper copy to:
Liaison to the College of Sciences
Career Management Center
Mills Godwin Building, Room 236N
Old Dominion University
Norfolk, VA 23529
757-683-4388

WORK REPORT DUE DATE: Last Day of Classes