

TA Guidelines & Resources for Undergraduate Courses

Ph.D. and Graduate students assigned as a Teaching Assistant for the Rosenstiel Undergraduate program can locate helpful links and resources on our [Faculty Resource page](#). Please follow the instructions below to ensure you have all of the access and approvals needed to assist your assigned professor.

TA Office

All TA's assigned to an undergraduate course should have access to the TA Office in the Ungar lounge. The lounge is open from 7am - midnight; so if you are meeting with students before or after business hours (8am - 5pm) please have them use the lounge entrance near the rear elevators.

The TA office is for meeting with students, distributing graded assignments, and proctoring test/exams. If you plan to use the office, fill out the [TA Onboarding form](#). Be sure to provide three options (day/time) for office hours. This will help prevent any scheduling conflicts between teaching assistants; and allow you to give undergraduate students a set time and location to meet with you.

MSC Van Use

Please check with your professor to find out if you will need to drive the van for their course. If so, scan your Driver's License along with the [MVR Request Form](#) and upload to the [TA Onboarding form](#) for processing. If your driving record has limited points, the Risk Management will approve your request. If your driving record has too many violations Risk Management will reach out about scheduling a road test first. All paperwork must be submitted at least 2 weeks prior to requesting use of the Rosenstiel Undergraduate vans.

Lab/Office Access

Complete the [TA Onboarding form](#) for access to Ungar 210 and the Cox lab you will be working in. Please complete this form before classes begin, as it takes time for facilities to grant key card access. Once you have access, you will receive an email with instructions on how to update your Cane card if necessary. Usually, you can go to the kiosk in the lobby of the Shalala Student Activities Center or see Sheila Taveras (Rosenstiel Facilities).

Printing

As a TA, you should have access to the Ungar Printer (Ungar 210-A) and Geology Printer (Cox basement). See [Rosenstiel Undergrad Printer Updates \(for mac OS\)](#) or [Rosenstiel Undergrad Printer Updates \(win10\)](#) for instructions on how to add the printer as a new device. Email [Chris Gomez](#) (IT) or call (305)421-4028 if you encounter any issues. Once you have access, you should be able to send print jobs to the printer while on the Coral Gables campus and sometimes Rosenstiel (*For emergency purposes only*). Please call/email to confirm the print job has printed. If received, the print job will be placed in your professor's mailbox. **Do not send tests or exams to marsci@miami.edu. They should not be given to an undergraduate student to copy and/or print.**

Parking

In order to park on the Coral Gables campus you must have the RSMAS-Gables Inter-Campus permit. The nearest available parking lot would be RED ([see map](#)).

Faculty Mailbox (Ungar 210-A)

Feel free to utilize your assigned professor's mailbox for assignment drop off/pick up (*for the professor not students*) in your absence. **To ensure we are FERPA compliant, please do not use mailboxes for distribution of graded assignments (tests, assignments, exams, projects, etc.).**

If you find that you need something not indicated above, please see Earika in Ungar 210-A and she will get you situated.

Welcome Aboard!