Introduction

TA/GA function:

• Provide detailed instruction on lab procedures
• Explain the relationship between the lab and the course subject matter
• Demonstrate proper operation of lab equipment
• Demonstrate accurate data recording
• Give constructive feedback on lab reports
• Be a point of contact for undergraduate students
• Invigilate exams
• Grade assignments and labs
• Consulting with students to assist in understanding course content
• Attend orientation workshops
Required Training

Before First/every Lab or tutorial:
• Obtain lab manual or tutorial material and review content with instructor and/or engineering staff
• Online training is required before you can start:
  • Workplace Hazardous Materials Information System (WHMIS) training: http://www.ryerson.ca/ehss/training/whmis.html
  • Occupational Health and Safety for Workers and Supervisors (in charge of space) http://www.ryerson.ca/irm/training/ohs_law_orientation/
  • Accessibility for Ontarians with Disabilities Act (AODA) Training http://www.ryerson.ca/accessibility/workplace/aoda-elearning.html
  • Environmental Health and Safety Orientation http://www.ryerson.ca/irm/training/ehs_orientation/
  • Violence and Harassment Prevention in the Workplace Training http://www.ryerson.ca/hr/worklife/workplaceviolence/index.html
Required Training

Before First/every Lab or tutorial:

• Get lab equipment and safety training from engineering staff
• Know your responsibilities as a TA: aid learning, point of contact with students, keep lab operating safely
• Go over equipment operation, do it yourself
• You are required to submit a ‘Lab Equipment Training Confirmation’ (LETC) form after you have received training from a Technical Officer
• You must submit a LETC form after training on each piece of equipment
Lab Equipment Training Confirmation

This form must be completed at the time of training and submitted to the Department of Aerospace Engineering before the first scheduled lab that requires use of equipment. Submit form to Kim Gallo in ENG171 (phone: 416-979-5000 ext. 6466)

Graduate Assistant Name: ________________________________

Course Number: __________________________

Lab Number: __________________________

Room Number: __________________________

Piece(s) of Equipment Training Received for:
Required Training

GENERAL SAFETY RULES AND REGULATIONS FOR LABORATORIES AND RESEARCH AREAS

The following safety rules and regulations are to be followed in all Aerospace Engineering laboratories and research facilities. These rules and regulations are to insure that all personnel working in these laboratories and research areas are protected, and that a safe working environment is maintained.

1. “Horseplay” is hazardous and will not be tolerated.
2. No student may work alone in the laboratory at any time, except to prepare operating procedures for equipment or data writeup/reduction/simulations.
3. Required personal protective equipment (PPE) will be provided by the Department for use whenever specified by the Faculty, Engineering Support or Teaching Assistant, i.e., hearing protection, face shields, dust masks, gloves, etc.
4. Contact lenses will not be worn in the laboratory when vapours or fumes are present.
5. Safety glasses with side shields and plastic lenses will be required when operating targeted class experiments as outlined in the experimental procedures. Splash goggles or face shields will also be provided and worn also, for those experiments which have been identified as a requirement.
6. Each student must know where the location of the First Aid box, emergency equipment, eye wash station is, if required in the laboratories, shops, and storage areas.
7. All Faculty, Engineering Support and Teaching Assistants must know how to use the emergency equipment and have the
First Lab:

- State lab report requirements, expectations
- State lab operations, groups? How many? rigid number?
- Use a name sheet to know who attended lab
- Inform students of lab submission regulations: late? Drop box? Returned
- Let them know the marking scheme
- Review the general lab safety regulations at the first lab
- A departmental cover page must be used, found on dept. website:
  http://www.ryerson.ca/aerospace/undergraduate/coverassignmentsheet/index.html
### AER 504: Aerodynamics, Laboratory Report Evaluation

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Department of Aerospace Engineering  
Faculty of Engineering & Architectural Science
Friendly Advice

General Lab advice:

• Give students your Ryerson email address
• You are in charge of the lab and responsible for safe operations, if anyone is disruptive, you can ask that person to leave.
• At the start of each lab, give a 10 minute prep talk on what the lab is about, why it is being done, how it fits in with the goals of the course, what they should obtain.
• You can ask students politely to: record data, switch on equipment, and adjust equipment.
• Safety is critical. You are responsible for ensuring student safety in the lab and while they or you operate equipment. Make sure you explain how the equipment works and keep watch while they make use of it
Friendly Advice

Ending the Lab:
• Ensure that all of the data needed for the lab has been written on the board
• Ask the students if they understand all that is required of them in their lab reports
• Make sure all the equipment is powered down and stored properly. As you leave the lab, switch the lights out and ensure that the door is locked

Marking:
• Before marking a lab, quickly skim over a number of lab reports to get an indication of the abilities of the students. Develop a set of ‘expectations’ that you wish to see.
• Mark each lab according to the same set of expectations. Go through each lab and indicate in red ink an error or omission
Friendly Advice

Marking:
• Give the students short comments to assist them. Comments should be constructive and never demeaning or insulting
• The student’s discussion of the results should give you an indication of what the student has learned
• Be on the look out for plagiarism. Example: labs with last years results, text too highly polished, results obtained from the web.
• Give plagiarized labs to instructor for review as soon as possible.

Dealing with students:
• If any student has a question or concern about his or her lab grade, you should try to address the student’s concerns yourself. When dealing with students, be courteous, fair, and open minded.
Dealing with students:

• The only acceptable reason for missing a lab session is for illness, injury, or family hardship. Under these circumstances, the student will need to provide documentation to the Department of Aerospace Engineering within 3 working days of the missed lab.

• In general, the course instructor should be contacted only if: a difference of opinion with a student cannot be resolved, a circumstance has arisen not covered by these guidelines, or if your authority over the lab is not respected.

Emergency: → 911 or 80 on any campus phone
Security: → (416) 979-5000 extension 5001
Security (24 hours): → (416) 979-5000 extension 5040
Technical Problems (AERO), Jerry Karpynczyk, (416) 979-5000 ext. 6420
Technical Problems (MECH), Roy Churaman, (416) 979-5000 ext. 6408
Course Instructor: ?, (416) 979-5000 ext. ?
Thanks for your time

Questions?