

# The Lab Demonstrators Role For Course Coordinators

Being aware of the lab demonstrator's role is an important part of forming a cohesive teaching team. While you may have a number of experienced demonstrators working on your course, it is worthwhile considering how you will support all demonstrators so they can support you in your teaching.

The following checklist will guide you in the various procedural and teaching issues involved in working with demonstrators.

<b>Appointing a demonstrator</b>		
<b>Depending on your College or School's internal procedures, you may have to complete some (or none) of these tasks yourself.</b>	<b>Me</b>	<b>Someone else</b>
Who will choose the demonstrator?		
Who will prepare the demonstrator's contract?		
Do your demonstrators report directly to you or to another person?		
Who will approve the demonstrator's timesheets?		
Who will arrange access to physical teaching and consultation spaces for		
Who should the demonstrator contact if they are unable to attend class/lab/office hours?		
<b>Demonstrator's duties</b>		
<b>Which of the following duties will the demonstrator perform?</b>	<b>Yes</b>	<b>No</b>
Demonstration and supervision of students		
Obtain and/or order supplies and materials?		
Design or revise experiments?		
Possess specialised health and safety qualifications?		
Report broken or missing equipment?		
Report emergencies or accidents?		
Demonstration preparation including planning lessons, sourcing materials,		
Attending lectures		
Student consultations and communication		
Supervising in-class tests		
Marking		
Attending course meetings		
How many demonstrations will the demonstrator teach each week? _____ demonstrations		
For how many weeks in the semester/trimester will they teach? _____ weeks		

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<b>Planning demonstrations</b>	
How much time should be spent on planning and preparation?	_____ hours per week
Is this time paid separately or included in the contract?	Separate / Included
Who is responsible for designing and resourcing demonstration activities?	Me / Tutor
If I am responsible for activities, can the demonstrator make changes?	Yes / No
Can the demonstrator suggest additional resources and strategies to support student learning?	Yes / No
<b>Communication</b>	
Which online communication tools will be used? <input type="checkbox"/> University email <input type="checkbox"/> Canvas Discussion Boards <input type="checkbox"/> Other	
Should the demonstrator have consultations with students?	Yes / No
<b>Marking</b>	
How many hours of marking are expected? _____ hours per week/semester/trimester	
Is marking paid separately or included in the contract?	Separate / Included
Have I given a copy of the course outline and assessment tasks to the demonstrator?	Yes / No
Can students see examples of good assessment tasks?	Yes / No
Are marking rubrics available for the assessment tasks?	Yes / No
Have I given the demonstrator information about appeals and remarks?	Yes / No
<b>Additional resources and training</b>	
Does the demonstrator require training to use teaching equipment such as SMARTboards?	Yes / No
Has additional student support been arranged eg Learning Development workshops or PASS sessions?	Yes / No