

Checklist for Lab Demonstrators

This is a simple list of questions you can take to a meeting with the course coordinator before your first lab. It is not exhaustive and you can add your own actions at the end of the table.

Action	Tick when completed
Meet with the course coordinator to discuss your duties, course outcomes and content, and obtain the following information and documents:	
• Contract and pay details	
• Student lists for grades and attendance for each lab you are teaching	
• Office information about keys, location, telephone, computer, and whether it will be shared or private	
• Location of laboratory room/s	
• Access to laboratory room/s (key access or swipe card)	
• Technical support in the laboratory if required	
• Access to the Canvas course site and clarification of what you will be doing (entering grades, posting announcements).	
• Photocopying of resources for labs	
• Training for unfamiliar/new duties (including lab tools, grading, Canvas)	
Obtain a course outline and laboratory manual from the course coordinator to familiarise yourself with:	
• Course coordinator contact information	
• Course outcomes	
• Assessments	
• Assessment grading criteria	
• Readings	
• Exam information (where applicable)	
• Plagiarism and academic integrity policies	
• Workplace Health and Safety policies and procedures	
Other questions (fill in below)	