

# 2011L      How to Maximize Your Grade!

**The points below are to help guide you.  
Doing all of them does NOT guarantee an A letter grade,  
but they will help set you on the right path.**

- Go to every lab and have a good attitude about the lab in general.
- Stay in contact with your TA about any issues that may impact your performance during the lab. If you cannot discuss the matter with your TA, seek out the Coordinator.
- If you have a valid reason to request to make-up a lab or to have one excused, make sure that you let your TA know what is going on (use e-mail as a written reminder and copy the coordinator). Follow all directions re the paperwork (excuse documentation.) No slips are needed
- Ask questions if you don't understand something – go to office hours...just don't waste the TA's time by asking questions that could be answered by reading the text or listening to instructions during lab!!
- Take the quizzes seriously, this is where students often drop a letter grade.
- Be original – only use your own words in all of your graded assignments. While lab partners and study group members can help you understand a concept, do not be tempted to copy from them nor from any other student for **ANY** reason. This is a violation of the Honor Code.
- TA Evaluations are based on observations of the following criteria, and others if your TA sees fit. They may add more during the semester:
  - **Arrive on time to lab & stay the entire time.**
  - **Pay attention in class. Use the lab time judiciously.**
  - **Be prepared for the lab, mentally and physically (Be appropriately dressed, bring your manual, dissection kit etc.)**
  - **Complete the work assigned & on time.**
  - **Keep your work area organized. (lab bench supplies, your lab notes and drawings).**
  - **Keep lab area neat and clean – and put away all supplies and materials used (in their appropriate places) at the end of each lab.**
  - **Work well as a team member = not always in a leadership or gofer role!**
  - **Talk respectfully, with low volume to your TA and to your peers during lab.**
  - **No cell phone use, food or drinks during lab.**
  - **Ask permission of the TA to leave the room (This is for safety reasons so that we are always aware of who was/should be in the classroom at any given point.) Bathroom breaks only.**
  - **Take all personal belongings with you at the end of each lab – quizzes, quiz slips etc.**
  - **Create a table of comparative phyla characteristics**