

# TA Guidelines & Resources for Undergraduate Courses

For any PhD/Graduate student assigned to TA for RSMAS Undergraduate programs the following is required:

## TA Office

All TA's that are assigned to an undergraduate course should have access to the TA Office in Ungar. This space is for meeting with students, distributing graded assignments, and proctoring test/exams. If you plan on using the office please send an email to the [RSMAS Undergraduate Office](#) with the date/time you would like to reserve the room for. This will prevent any scheduling conflicts. It also keeps us updated with what is going on in case students are inquiring.

## MSC Van Use

Please check with your professor to find out if you will need to drive the van for their course. If so, once you have completed your hiring paperwork bring your Driver's License along with the [MVR Request Form](#) to Ungar 210-A for processing. Once you are approved by Risk Management you will need to contact [Miguel McKinney](#) in Marine Operations over at the RSMAS campus for Road testing. This is to ensure that you know how to drive the van, and to answer any questions you may have regarding operating the vehicle. All paperwork must be completed/approved at least 2 weeks prior to use of the MSC van.

## Lab/Office Access

Once you are hired you may email [Earika Cenord](#) for access to Ungar 210 and the Cox lab you will be working in. This email should be sent ***immediately*** after you have been hired, as it takes time for key card access to be granted by facilities. Once access is granted you will receive an email with instructions on how to update your Cane card. Usually, you can just go to the kiosk in the lobby of the Shalala Student Activities Center.

## Printing

As a TA, you should have access to the Ungar Printer in 210-A. Contact [Luigi Lombardi](#) (IT) in RSMAS Computer facility (305)421-4207 or email for access. If you do not have a laptop and need to print something you may utilize one of the laptops in Ungar 210-A to print tests, exams, and class assignments. If you are not on the Coral Gables campus and need a test/exam printed you must send a request via email at least 24 hours prior to the class meeting time to [Earika Cenord](#), and copy (CC) [Whitney Nolton](#) for printing. The print job will then be placed in your professor's mailbox for pick-up unless specified otherwise. Please indicate how the test/exam should be printed (double sided, stapled, color, etc.). ***Test/Exams should never be sent to [marsci@miami.edu](mailto:marsci@miami.edu) nor given to another student to copy.***

## Office/Meeting space

We do have a TA office located in the Ungar lounge that you are welcome to use to take care of paperwork or meet with students. For key card access to this office please email [ecenord@miami.edu](mailto:ecenord@miami.edu). The lounge is open from 7am - midnight; so if you are meeting with students before or after business hours (8am - 5pm) please use the lounge entrance near the rear elevators.

## 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 the professor's mailbox for assignment drop off/pick up in your absence. ***To ensure we are FERPA compliant, please do not use mailboxes for distribution of graded assignments.***

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!