About the TL
The TL services school districts across Long Island and NYC. Students in grades 7-12 are brought to the TL by their teacher to complete a laboratory activity. The labs are usually used to fulfill a required regents or AP lab.

Scheduling
Whether you are assisting or observing, your time in the Teaching Lab is interactive with both the instructor and the students. You are expected to be present and on time each day.

- Contact Debbie Pelio (istem@stonybrook.edu) with the following information:
  - Cell Phone Number
  - E-mail Address
  - Availability – days of the week and time frame
- Check the calendar regularly for dates that you have been scheduled
  - [http://istem.stonybrook.edu/content/calendar](http://istem.stonybrook.edu/content/calendar)
- If you are scheduled and unable to make it please e-mail istem@stonybrook.edu ASAP
- In case of cancellation due to illness/emergency please call the I-STEM Office at 631-632-9750 at any time and leave a message
- In the case of inclement weather, Judy Nimmo will call/text to let you know whether or not the school is still planning on attending

  **Always check the calendar the night before you are scheduled to confirm location, room number and time**

Dress Code
- Closed toe shoes are required
- Clothing should be neat, professional and appropriate for lab work
  - Jeans are permitted as long as they are neat (no torn, ripped, baggy jeans allowed)

Responsibilities
- Arrive **30 minutes** before lab is scheduled to begin and plan to stay **30 minutes** after lab ends to prepare and clean up lab
- Arrive knowing which lab activity is scheduled for the day and make sure you have read the procedure
- Interact and assist students as they proceed through the lab. Try to guide students through questions rather than telling them the answer.
- **EMPLOYEES ONLY** - Make sure to fill in your time sheet in the office and submit to Debbie Pelio at the end of the pay period
Institute for STEM Education
Science Teaching Laboratories

Safety
- No eating, drinking, gum or candy in the laboratory
- Do not apply any make-up or chap stick while in the laboratory
- Wash hands before leaving the lab room
- Safe trash disposal – know before you throw!
- Enforce all lab safety rules with students – no exceptions!

Teaching Labs
- Chemistry Teaching Lab
- Sustainable Chemistry Teaching Lab
- Earth Science Teaching Lab
- Physics Teaching Lab

For access to the lab manuals please e-mail: istem@stonybrook.edu

Contact Information
I-STEM Office:
Debbie Pelio and Judy Nimmo
istem@stonybrook.edu
631-632-9750