EML2322L—Design & Manufacturing Laboratory

TA Recruitment In-Lab Procedures

The following is a guideline of how the weekly in-person training will be implemented. As a reminder, the health and safety of the students and faculty are the top priority. Also, we want to be able to train the students effectively. Most students will have little to no machining experience up to this point. The goal for the training program is for the students to demonstrate they can operate the machines safely and properly.

Prior to First Training Session

Since the school shutdown, many of us have not been able to practice our machining and teaching skills. To be prepared for teaching, we would like you to come in and refamiliarize yourself with the machines, safety training, and assigned parts. If you have any questions regarding the training program, please ask and we will answer promptly.

Week 1 Lathe & Mill Safety Training Sessions

1. Show up to lab 15-minutes prior to your teaching session.
2. Ensure a milling machine and a lathe is set up for the safety training.
3. As students show up, help them sign in and take their temperatures. (You will take their temperature and initial the sheet.)
4. Guide the students to wash their hands, obtain safety glasses, and put on gloves. (You will give each student a set of safety glasses and they will be responsible for keeping track of their pair for the rest of the training program.)
5. Once all students are present, carry out the safety training with your small group. (If there is another group present, remain as far away from each other as possible.)
6. When done with a machine, please clean up and place any items you interacted with in one of the red totes.
7. When all training is done, please spend some time with your student and address any questions and concerns they may have.
8. Once the group leaves, go over the cleaning checklist to ensure all critical surfaces are clean, sanitize all used items, and return all items to their original location.

Week 1 and 2 Assigned Parts Manufacturing Sessions

1. Show up to lab 15-minutes prior to your teaching session.
2. Decide which assigned part you will make with your group, acquire the stock, and ensure the machine is prepared for machining. (If there is another group, pick different parts.)
3. As students show up, help them sign in and take their temperatures. (You will take their temperature and initial on the sheet.)
4. Guide the students to wash their hands, put on their safety glasses, and put on gloves.

5. Once all students are present, carry out the assigned parts with your small group. (If there is another group present, stay as far away from each other as possible.)
6. When done with a machine, please clean up and place any items you interacted with in one of the red totes.
7. When all training is done, please spend some time with your student and address any questions and concerns they may have.
8. Once the group leaves, go over the cleaning checklist to ensure all critical surfaces are clean, sanitize all used items, and return all items to their original location.
9. Repeat these steps for each remaining assigned parts manufacturing session.

Mill Safety Training Practice (TA Tryout Practice) Session

Tryout Practice – If the students would like to practice the milling machine tryout with you (which they DEFINTELY should!), please arrange a time to meet up with them.

1. Show up to lab 15-minutes prior to your teaching session.
2. Acquire the stock for the milling machine safety training, and ensure the machine is prepared for training.
3. As students show up, help them sign in and take their temperatures. (You will take their temperature and initial on the sheet.)
4. Guide students to wash their hands, put on their safety glasses, and put on gloves.
5. Once all students are present, allow them to go through the milling machine tryouts. (If there is another group present, stay as far away from each other as possible.)
    - Allow the students to go through the tryout twice.
    - Give students critical feedback in a respectful, *glow and grow* manner.
6. Once done with a machine, please clean up and place any items that you interacted with in the red tote bins.
7. When all the training is done, please spend some time with your student and address any questions and concerns they may have.
8. Once the group leaves, go over the cleaning checklist to ensure all the critical surfaces are clean, sanitize all used items, and return all items to their original location.

TA Tryouts (Mill Safety Training) Session

The TA tryouts will be in the format of the past and you will be given more instruction on the day of tryouts. You should arrive 30 min early to go over said details. You will likely not be assessing the students you trained during the program.

These guidelines are a foundation of how you should carry out your weekly training sessions. Please let us know if you have any questions or suggestions for improvement. And thank you for your willingness to help us find the next generation of TAs to keep the lab healthy and on-going!