

## **I. Purpose**

The purpose of this policy is to implement a protocol for demonstration and outreach requests in the department of chemistry at The University of Texas at Austin. The procedure for the electronic submission of requests is outlined below. This policy also contains a description of how to apply for support for outreach events and how to volunteer for “Fun with Chemistry” outreach lectures.

## **II. Policy**

The department of chemistry provides demonstrations for all chemistry courses at The University of Texas at Austin. In addition, the chemistry department funds the Fun with Chemistry outreach program coordinated by the Director of Outreach and Demonstrations.

## **III. Demonstration Request Procedures**

- A. Requests for demonstrations must be submitted electronically via email to the Demonstration Coordinator.
- B. Verbal requests for demonstrations will not be fulfilled.
- C. All requests made 48 hours in advance of the demonstration date are guaranteed.
- D. Requests made within 48-hours of the demonstration date will not be honored unless otherwise approved by the Director of Outreach and Demonstrations.
- E. All requests will be added to the Public Demo Calendar within one business day. The instructor and/or Demo TA will receive a confirmation email.

## **IV. Demonstration Implementation Procedure**

- A. Before Demonstration
  - i. All requests for demonstrations must be submitted electronically. Verbal requests will not be fulfilled.
  - ii. The designated demonstration teaching assistant will collect the cart of materials from the Demonstration Coordinator in WEL 5.284.
  - iii. The designated demonstration teaching assistant is required to arrive ten minutes before the corresponding lecture for a training on the demonstration.
- B. Demonstration Performance
  - i. Faculty who choose to perform the demonstrations themselves must adhere to the safety procedure outlined in the provided protocol.
  - ii. A safety briefing must be completed before each demonstration.
  - iii. Failure to adhere to these regulations will result in the suspension of all course demonstrations until approved by the Associate Department Chair.
- C. After Demonstration
  - i. The designated demonstration teaching assistant will return the cart of materials to Demonstration Coordinator in WEL 5.284 immediately after cessation of the lecture.
  - ii. The designated demonstration teaching assistant will discuss the performance of the demonstration with the Demonstration Coordinator.

## V. Outreach Request Procedures

### A. Fun with Chemistry Requests

- i. Fun with Chemistry requests must be submitted electronically via email to the Director of Outreach and Demonstrations.
- ii. An instructor may arrange to volunteer for Fun with Chemistry by contacting the Director of Outreach and Demonstrations directly.
- iii. All requests will be added to the Public Outreach Calendar within one business day. The instructor and/or Demo TA will receive a confirmation email.

### B. External Outreach Requests

- i. External outreach requests must be approved by the Director of Outreach and Demonstrations.
- ii. External outreach requests must be submitted electronically via email to the Director of Outreach and Demonstrations.
- iii. The department of chemistry will not provide materials to student groups or non-department organizations.

## VI. Resources

### A. Contact Information for the Director of Outreach and Demonstrations

- a. Name: Dr. Kate Biberdorf
- b. Office Phone: 512.471.2324
- c. Office Location: WEL 5.220b

### B. Contact information for the Demonstration Coordinator

- a. Name: Eric Wigdahl
- b. Office Phone: 512.471.3625
- c. Lab Phone: 512.471.8495
- d. Lab Location: WEL 5.284

### C. Public Demo Calendar

### D. Public Outreach Calendar

### E. Fall 2015 Demonstration List