

Letter of expectation from TAP supervisors to students at AGRO

Description of a TAP supervisor

The TAP supervisor is appointed by VIP and TAP-coordinator taking into consideration the competences required for the lab/field work.

Description of the functions of the TAP supervisor

The TAP supervisor will thoroughly explain to the student the routines in the field or the laboratory in question, as regards tidiness, security, security marking, preparation of APV (work place assessment), marking of samples, 'dishwashing', tidying up after 'dishwashing', correct use and moving of apparatus.

When changing tasks the TAP supervisor sees to it that other supervisors are summoned. If long-term supervision or help is anticipated, it may be necessary to wait for a while. A planning meeting with minor resolution minutes may be arranged later, when it is convenient and in consistence with the working situation of the TAP supervisor.

For short-term help and guidance a time appropriate for both parties is scheduled.

Description of the TAP supervisor's expectations of the student

We, the TAP supervisors, expect the student to have prepared a working plan prior to new tasks in the field/in the lab, containing:

- ♦ Background for the project
- ♦ Duration
- ♦ Methods
- ♦ Amount of samples
- ♦ Work descriptions
- ♦ Deadlines
- ♦ Plan for tidying up and disposal of samples

We expect the student to be familiar with general, good laboratory practice, comprising tidiness, secure handling of chemicals and correct handling of apparatus; and we expect that the students acquaint themselves with the signboards concerning the different security descriptions and danger warnings.

If in doubt, the technicians/laboratory officers should always be contacted for additional information.

It is imperative that the students respect the laboratory work and safety of their colleagues.

Your TAP-supervisor is: