# Letter of expectation from TAP supervisors to students at AGRO

# TAP supervisor

Your TAP supervisor is appointed by your main supervisor and TAP-coordinator depending on the tasks you are going to do in the lab/field.

# The TAP supervisor’s role and responsibilities

The TAP supervisor will thoroughly explain to you the routines in the field and/or the lab, including issues such as security, security marking, preparation of APV (work place assessment), marking of samples, ‘dishwashing’, tidiness, correct use and handling of apparatus etc.

If the TAP supervisor is assigned to other tasks, he/she arranges that other supervisors are taking over. If long-term supervision or help is anticipated, this must be planned well in advance.

For short-term help and guidance, it is okay to book the TAP supervisor in for a short meeting.

# TAP supervisor’s expectations of the student

The TAP supervisors, expect that you have prepared a working plan prior to new tasks in the field and/or in the lab. This plan should contain information on:

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

The TAP-supervisors expect that you:

* Are familiar with general, good laboratory practice
* Comprising tidiness
* Secure handling of chemicals and correct handling of apparatus
* That you make yourself acquaint with the signboards concerning the different security descriptions and danger warnings

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

It is imperative that you respect the lab work and safety of your colleagues.