Quick Overview of TAs
Responsibilities
and Undergraduate Courses Issues

September 2018
Why being a great TA is good for you

• Keeps you on the job

• Students are rating TAs and so do instructors. This is a great line on your resume especially if you plan for an academic career.

• Being successful in any job you are taking is important. It could also gratifying when you are taking part in teaching younger students and contribute to their professional growth…
Getting ready: Course assignment

- You will be assigned as a course TA for fall or/and spring semester.

- Course numbers format is **14:332:XXX:XX** (UNIT:SUB:CRSE: SECT), where CRSE represents the course number and SECT represent a section number unique to each lab/recitation.

- TAs support courses with grading, instructor support material, exam proctoring, management of course site, grades posting, students support, and labs.

- TAs should reach to the course instructor for specific course responsibilities and instructor expectations.
TAs responsibilities: General guidelines

• TAs specific course responsibilities will be determined by the course instructor and may include:
  – Assignment and exams grading
  – Developing course support material
  – Exam proctoring
  – Management of course site
  – Posting grades posting
  – Students support (office hours, assignment solutions, exams solutions)
  – TAs might be assigned to recitation classes
  – TAs might be responsible for running labs
TAs responsibilities: General guidelines

- While each TA assignment might be different there are some general responsibilities that apply to all TAs
  - **Office hours**: TAs are required to hold weekly office hours. Please coordinate with Ms. Christy Lafferty or Ms. Arletta Hoscilowicz with respect to office hours location and times
  - **Protecting students privacy**: You are accountable for handling student records in accordance with the law and University policy ([https://uec.rutgers.edu/programs/ferpa-student-privacy/for-faculty-and-staff/](https://uec.rutgers.edu/programs/ferpa-student-privacy/for-faculty-and-staff/)).
TAs responsibilities: General guidelines

Protecting students privacy: You are accountable for handling student records in accordance with the law and University policy (https://uec.rutgers.edu/programs/ferpa-student-privacy/for-faculty-and-staff/).

• Posting Grades: grades cannot be published publicly, either by the student’s name, student identification number or social security number.

• Returning Assignments: Do not leaving personally identifiable, graded papers unattended for students to view. Any graded papers (exams, quizzes, and homework) should be handed only after student identity is properly identified (with student ID or other official ID).
TAs responsibilities: General guidelines

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- **Student Correspondence:** instructors/TAs may notify students of their individual grades via email, provided the email is sent from a University email account, to a University email account. Notification of grades may also be made via the use of a course management website.

- **Access to Other Student Records:** Instructors may not access other student academic records without demonstrating a “legitimate educational interest” in such information.
TAs responsibilities: General guidelines

– **Students are your customers - treat them with respect.**

– **Students support and grades appeal:** Students should be given an opportunity for appeal for a grade on any assignment and final grade. Please make sure you are available during office hours to address any appeal within a week or two.

– **Posting grades:** grade posting deadlines will be determined by the course instructors but generally they should be posted no later than two weeks after due date.
TAs responsibilities: General guidelines

- **Grading:** Grade assignment/exams fairly and communicate with students clarify on the reason for final grade

- **Get to class or office hours on time:** Make sure to be in the lab 10 minutes before lab starts; make sure you get to recitation on time; make sure to be in your office during office hours. In case you cannot make it – please communicated with your students to let them know
TAs responsibilities: General guidelines

– **Communication with students:** make sure you communicate clearly with the students and important information on grading, grading criteria, due dates for assignment, assignment submission requirements,

– **Communicate with the course instructor and the department:** make sure to let the instructor and department know of any travel plans, issues you might have with your assignments, issues with students etc.
TAs responsibilities: Labs and more

- **Lab assignments and grading policies:** should be clearly explained to the students in the first lab and given in writing. Updated information should be posted on any course management platform used for the course, such as Sakai.

- **Lab schedule:** please communicate with students as for at the beginning of the semester via email. Class roster includes students’ emails. Access to the class Roster is available through: [https://sims.rutgers.edu/rosters/](https://sims.rutgers.edu/rosters/). You can access the roster using your RUID and password. If you cannot see your course please contact Mr. John Scafidi (scafidi@rutgers.edu).
TAs responsibilities: Labs and more

• Make sure to open a Sakai site for the lab. Mr. John Scafidi (scafidi@rutgers.edu) could assist with it, if needed. Please provide the instructor and Ms. Arletta Hoscilowicz (ah860@soe.rutgers.edu) access to the site.

• Be in the lab 10 minutes prior to the starting time. You will need to get a key to the lab from Ms. Arletta Hoscilowicz (ah860@soe.rutgers.edu). Please make sure to make all arrangements in advance. Students will not have access to the lab without the TAs present.
TAs responsibilities: Labs and more

• Make sure all required equipment for the experiment is available and in working conditions.

• All equipment should be securely stored and locked at the end of each lab. It is the TA’s responsibility to make sure that no equipment is missing at the end of the lab.

• In any case of missing or damaged equipment please contact Ms. Arletta Hoscilowicz (ah860@soe.rutgers.edu).
TAs responsibilities: Labs and more

• TAs need to get to the lab well prepared and support questions from the students. Please use the first few weeks of the semester to do all labs.

• We will hold training sessions. Please make sure to register to one of them.

• All lab TAs have to go through lab safety training. Please contact Ms. Arletta Hoscilowicz (ah860@soe.rutgers.edu) for details on how to register for a safety training session. You will not be able to teach the lab without passing the training session.
TAs responsibilities: Labs and more

• All reports handed in by students should include a standard cover page. Please contact Ms. Arletta Hoscilowicz (room EE124; email: ah860@soe.rutgers.edu) to get the template for the cover page.

• Individual grades for labs should be posted promptly. Please coordinate with the course instructor the grading policy and grade submission requirements. In any case, grades should not be posted later than two weeks after lab report due date.
TAs responsibilities: Labs and more

• Ms. Arletta Hoscilowicz will post periodic surveys for students on the lab site for anonymous feedback.

• Rutgers ECE program is ABET accredited. There are some steps needed to document that the course objectives are being met. Please save sample reports for each lab that demonstrate low, medium and high performance. Please email digital copies of these lab reports to Ms. Pamela Heinold (pamela.heinold@rutgers.edu).
TAs responsibilities: Labs and more

- In case of TA planned absence (due to participation in conference or other reasons, known in advance) please make sure to let the course instructor and the Graduate Program Director, Prof. Zoran Gajic (gajic@ece.rutgers.edu) know as early as possible.

- You will need to coordinate with other TAs in your course to replace you on the day of absence. If you cannot make it to class in short notice please make sure to notify the students, the instructor, and the department by emailing Ms. Pamela Heinold (pamela.heinold@rutgers.edu) and Ms. Arletta Hoscilowicz (ah860@soe.rutgers.edu)
Grading

- It is important that grading policies are clearly explained to the students at the beginning of the semester and posted on the course management site (Sakai or other).
- Please make sure due dates are stated clearly and policy for late submission is well known.
- Please make sure that a fair grading strategy is applied. The grading strategy should be coordinated and approved by the course instructor. It should be detailed in the syllabus and reviewed with students frequently during the course.
Grading

• In a multiple section course please make sure to coordinate the grading policy with all other TAs. Grading should be consistent across all sections.

• Please provide students with feedback for their work.
Grading: Policies on absence and missed assignments

– Course policy should detail make-up policies for assignments. If a student has a verified excused absence, he/she should be allowed to make up for an assignment.

– Students should inform you within the first two week of any absences and reason for absence. You should refer them to Dean of Student office @ B100 (http://deanofstudents.rutgers.edu/) for an Absence Verification letter.
Grading: Policies on absence and missed assignments

– If the absence of a student is repeated, or lengthy such that the student cannot make up missed work in a timely manner, the student should see a dean in the SOE Office of Academic Services @ EN B100; [http://soe.rutgers.edu/oas/contactus](http://soe.rutgers.edu/oas/contactus) to discuss options of withdrawing from one or more classes.

– Absences longer than 2 weeks or for chronic health conditions, students should be referred to the ECE department Undergraduate Program Director, Prof. Hana Godrich (godrich@soe.rutgers.edu) for advising on available options.
Reporting Grades

• All TAs are expected to submit assignment, quizzes and exams grades no later than two weeks after due dates.

• **Final grades:** finals grades submission due date in the fall semester is around the beginning of January and for the spring semester it around mid-May. Please check with Ms. Arletta Hoscilowicz (ah860@soe.rutgers.edu) for grade submission deadline. Grades can be submitted electronically either through the Roster or Sakai. **After the grades due dates you will not be able to submit grades electronically**
Students Issues

• Any issue with students in class should be reported to the Instructor, the Undergraduate Program Director and the Graduate Program Director. Please email all with details about the issue before confronting a student.

• **Students’ Academic Integrity Issues:**
  
  – If you believe that an undergraduate student has committed a violation of academic integrity, please follow the instruction available on: [http://academicintegrity.rutgers.edu/resources-for-instructors/](http://academicintegrity.rutgers.edu/resources-for-instructors/) . More information can be found at: [AIPolicy](http://AIPolicy)
Students Issues

• **Students’ Academic Integrity Issues:**

  – Please make sure to contact the course instructor and the Undergraduate Program Director, Prof. Hana Godrich (godrich@soe.rutgers.edu) with the details and CC Dean Ilene Rosen (ilrosen@soe.rutgers.edu). We will guide you through the process. Please do so before you speak with the student.

  – Additional information on Academic integrity and detecting plagiarism can be found at: [http://academicintegrity.rutgers.edu/resources-for-instructors/](http://academicintegrity.rutgers.edu/resources-for-instructors/)
Students with Disabilities

• The Office of students with Disabilities (ODS) handles any special accommodations needed for students with disabilities. Federal legislation mandates that the University provide reasonable accommodations that afford equal opportunity for all students.

  – **Verification of Disability**: confirmation of the student’s disability will be given by ODS. The office will provide the student with a Letter of Accommodation (LOA) verifying his or her disability, and detailing options for accommodations needed in class and/or in testing situations. The student may then share this letter with the TA during office hours and discuss how accommodations will be implemented.
Students with Disabilities

- **Confidentiality**: It is essential that disability information be kept confidential. At no time should the class be informed that a student has a disability, except at the student’s request. All information that shared with a TA is to be used specifically for arranging reasonable accommodations for the course of study. At that time, arrangement of accommodations can be discussed in private.
Students with Disabilities

- **Receiving a Request for Accommodations**: The LOA will be signed by the student’s coordinator in the ODS and detail the required arrangement for the student. Although a student may request an academic adjustment at any time, the student should request this as early as possible. Some academic adjustments may take more time to provide than others. If you have any questions or concerns regarding the LOA, please contact the student’s coordinator.

- Additional info can be found at: [https://ods.rutgers.edu/faculty/ways](https://ods.rutgers.edu/faculty/ways).
Introduction to Sakai
Use of Sakai in Courses

• Sakai may be used for course management.

• Link to Sakai: [https://sakai.rutgers.edu/portal](https://sakai.rutgers.edu/portal)

• You may take a one hour tour online “Managing Your Sakai Site” tomorrow at 2PM at: [SakaiTutorial](https://sakai.rutgers.edu/portal)

• You need your RUID or email to login
Use of Sakai in Courses

• **START:** at “My Workspace” set a new course by going to “worksite setup” and clicking on ”New"

• You would normally make a new course but we will use it today for a new project…

• Chose the tools (all choices can me modified later so you do not need to worry about missing any tools)
Use of Sakai in Courses

- Go through:
  - Site creation
  - Site editing
  - Announcements
  - Resources
  - Gradebook
  - Assignment
  - Tests & quizzes