

Quick Overview of TAs Responsibilities and Undergraduate Courses Issues

September 2019

Why being a great TA is good for you

- Keeps you on the job
- Students are rating TAs and so are 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 be gratifying when you are taking part in teaching younger students and contributing 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, grade posting, student support, and labs
- TAs should reach out to the course instructor for specific course responsibilities and expectations of their instructor.

TAs responsibilities: General guidelines

- TAs specific course responsibilities will be determined by the course instructor and may include:
 - Assignment and exams grading
 - Developing course and lab support material
 - Exam proctoring
 - Management of course site
 - Posting grades
 - 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. You will receive an email shortly with a link to a Google Form. Please complete the form to provide us with your course and section assignments, planned office hours, and safety training certificate.
 - **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/>).

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- Posting Grades: grades cannot be published publicly, neither by the student's name, student number, RUID, or social security number.
- Returning Assignments: Do not leave personally identifiable, graded papers unattended for students to view. Any graded papers (exams, quizzes, and homework) should be handed out only after student identity is properly confirmed (with student ID or other official ID, or you already know who they are).

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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 another student's academic records without demonstrating a "legitimate educational interest" in such information.

TAs responsibilities: General guidelines

- **Students are your customers - treat them with respect.**
- **Student support and grades appeal:** Students should be given an opportunity to appeal a grade on any assignment and their 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 instructor but generally they should be posted no later than two weeks after the due date.

TAs responsibilities: General guidelines

- **Grading:** Grade assignments and exams fairly and communicate with students clearly on the reason for the 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 communicate with your students to let them know.

TAs responsibilities: General guidelines

- **Communication with students:** make sure you communicate clearly with the students any important information on grading, grading criteria, due dates for assignment, and 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 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/>. 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.
- Get a key to your lab from Mr. Kevin Wine (kevin.wine@rutgers.edu), Room EE 118.
- Be in the lab 10 minutes prior to the starting time.
- Please make sure to make all arrangements in advance. Students should not have access to the lab without the TAs present.

TAs responsibilities: Labs and more

- Make sure all required equipment and parts for the experiment is available and in working condition.
- It is the TA's responsibility to make sure that no equipment is missing at the end of the lab.
- Make sure probe kits and Arduino kits have all the proper items back in them at the end of the lab.
- In case of missing or damaged equipment please contact Mr. Kevin Wine (kevin.wine@rutgers.edu), Room EE 118.

TAs responsibilities: Labs and more

- TAs need to get to the lab well prepared to answer questions from the students. Please use the first few weeks of the semester to do all labs if you have never done them, or they have changed.
- There will be equipment training sessions in all the labs going forward. Please make sure to attend the initial session!
- In addition, lab TAs have to take Rutgers REHS lab safety training in order to teach in the labs.
- REHS lab safety training session is **TODAY STARTING A 2PM**

TAs responsibilities: Labs and more

- All reports handed in by students should include a standard cover page. Please contact Ms. Arletta Hoscilowicz (room EE124, 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 on the grading policy and grade submission requirements. In any case, grades should not be posted later than two weeks after the 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 upload digital copies of these lab reports to the course's site (Sakai).

TAs responsibilities: Labs and more

- In case of a TA planned absence (conference participation or other reasons) known in advance, please make sure to let the course instructor and the Graduate Program Director, Prof. Zoran Gajic (zgajic@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 on short notice please make sure to notify the students, the instructor, and the department by emailing Ms. Arletta Hoscilowicz (ah860@soe.rutgers.edu) and Mr. Kevin Wine (kevin.wine@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 the 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 weeks of any absences and reason for those absences. 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 in EN B100; (<http://soe.rutgers.edu/oas/contactus>) to discuss options of withdrawing from one or more classes.
- For absences longer than 2 weeks or for chronic health conditions, students should be referred to the ECE department Undergraduate Program Director, Prof. Wade Trappe (ECEUndergraduateDirector@ece.rutgers.edu) for advising on the available options.

Reporting Grades

- All TAs are expected to submit assignment, quiz and exam grades no later than two weeks after the dues dates.
- **Final grades:** final course grade submission due date in the fall semester is around the beginning of January and for the spring semester is around mid-May. Please check with Ms. Arletta Hoscilowicz (ah860@soe.rutgers.edu) for the grade submission deadline. Grades can be submitted electronically either through the Roster or Sakai. **After the grade due date 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 three individuals 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/>. More information can be found at: [AIPolicy](#)

Students Issues

- **Students' Academic Integrity Issues:**
 - Please make sure to contact the course instructor and the Undergraduate Program Director, Prof. Wade Trappe (ECEUndergraduateDirector@ece.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/>.

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 is 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> .

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Introduction to Sakai

Use of Sakai in Courses

- Sakai may be used for course management.
- Link to Sakai: <https://sakai.rutgers.edu/portal>
- You may take a one hour tour online “Managing Your Sakai Site” tomorrow at 2PM at: [SakaiTutorial](#)
- 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 be 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