



TAs @ ECE (in a nutshell)

Nadir Dagli

ECE Vice Chair and Graduate Advisor

Department of Electrical & Computer Engineering



Before classes start

Schedule a meeting with the instructor,
you'll have lots of questions...

Course web page

- Ask instructor if you need to maintain web site (Gaucho Space)
- Make sure your contact information appears there correctly

All TAs must provide office hours

- Ask instructor how many hours per week
- Agree with instructor appropriate days/times
- Make sure this information appears in course's web site

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Academic Integrity

- UCSB takes the issue of academic integrity very seriously.
- Collaboration
 - integral part of scholarly activities, *but not always appropriate in a course*
 - never appropriate unless *due credit is given to all participants*
 - this goes for ideas, programming or other work
 - it is YOUR responsibility to find out *what is and is not allowed*
- Examples:
 - Typically allowed: Discussion of lecture and textbook materials
 - Sometimes allowed: Discussion of how to approach assignments, what techniques to consider, what textbook or lecture material is relevant
 - Typically not allowed: Sharing ideas in the form of code, pseudocode, or solutions
 - Never allowed: Turning in someone else's work as your own, even with that person's permission.
 - Never allowed: Allowing someone else to turn in your work as his or her own.
 - Never allowed: Turning in work without proper acknowledgment of the sources of the content (including ideas and web) contained within the work [plagiarism].

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TAs & Academic Integrity

- Before classes start...
 - Ask instructor his/her policy regarding collaboration (what is allowed and what is not)
- In the first discussion session or lab...
 - Explain students the policy on collaboration.
 - Distributing an handout/URL approved by the instructor would be great.
- While grading
 - Keep an eye out for possible violations (cheating or plagiarism)
 - If you suspect violations of academic integrity
 - warn the instructor
 - ask for instructions
 - keep a record of everything relevant

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During the quarter

Videotaping

1. videotaping of one lab/discussion is required as part of TA training
2. you must schedule videotaping with the TA Development Program
3. videotaping should be done by 5th week of classes

Grading responsibilities

1. grading may include: homework, project/lab reports, quizzes, midterm exams, final exams
2. final exams grading will be AFTER the finals, check with instructor until when you need to be available

Workload

1. the nominal workload for a TA is 20h/week on average (a little more during exams, a little less otherwise)
2. come and see me if your workload is significantly above this

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TA evaluations

Every TA is evaluated three times

1. by the instructor, half-way through the quarter (if needed)
2. by the students at the end of the quarter
3. by the instructor at the end of the quarter

Why?

- mid-term evaluations allow you to correct ongoing problems
- end-of-quarter evaluations play a role in determining subsequent TA assignments

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Cultural issues

- UCSB is a diverse environment, perhaps more diverse than what you are used to
- If you find that the behavior of some student(s) is offensive to you
 - Ask the instructor or your advisor if it is appropriate to exclude such behavior from the classroom
 - If appropriate, explain to the students your view on the subject
- Example
 - If you find it offensive or disruptive, you may ask students not to eat in class
 - If you find it offensive or disruptive, you may ask students not to read the newspaper in class
 - However, it is probably not very reasonable to ask students not to wear shorts to class (we are in CA after all...)

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