

The background of the slide features a photograph of a university building tower with a prominent copper dome. The tower is white with arched windows and a balcony. In the background, there are large, rugged mountains under a clear blue sky. The text is overlaid on this image.

New Mexico State University
Electrical and Computer Engineering

Teaching Assistant Meeting
2013 August 22

Phillip De Leon
Associate Department Head

Agenda

- Welcome!
- Some details: assignments, expectations, responsibilities, policies, etc.
- TA evaluations (lab and graders)
- Handbook
- Outstanding TA Awards
- Closing remarks

http://www.ece.nmsu.edu/~pdeleon/TA/ECE_TA_orientation.pdf

Course Assignments

Hussein Al-Azzawi	EE161	Mark Norman	EE280
* Jason Gaume	EE161	Md Adnan Sarker	EE310/EE351
* Qayum Mohammad	EE162	Balwinder Singh	EE312
* Z Saifullah	EE162	* Phillip Chen	EE314
Manvi Tummala	EE162	* Vicente Ibarra	EE314
Riasat Khan	EE201	Ian Sturdevant	EE351
Kuldeep Kumar	EE210	* Jose Barajas	EE380
* Lucas Morales	EE210	Venkat Nammi	EE380
Hajar Barani	EE260	Palak Jain	EE391
* Ciarra Villa	EE260	Aaron Rosenthal	EE391
Javier Alvidrez	EE280	Javitt Padilla-Franco	EE461
* Enrique Mirazo	EE280	Hanyu Zhan	EE478/EE521

* new TA

Pay

- Graduate assistant pay information can be found at <http://gradschool.nmsu.edu/GAS.pdf>
- GA levels
 - Level I: MS and pre-qualifier exam PhD students
 - Level II: PhD student passed qualifier exam
 - Level III: PhD student passed comprehensive exam
- Semester salary is based on level and 20 hours/week
 - Level I \$8131
 - Level II \$8333
 - Level III 8534

Expectations of Teaching Assistants

- TAs serving as *lab instructors* are expected to...
 - have a pre-semester meeting with course instructor
 - be prepared by doing the lab *ahead* of time
 - arrive on-time for the lab
 - respond to student emails
 - accurately grade labs and return graded work within 1 week
 - provide instructor with weekly feedback regarding student performance
- TAs serving as *graders* are expected to...
 - have a pre-semester meeting with course instructor
 - hold at least one office hour per week (notify instructor ASAP)
 - accurately grade work and return graded work within 1 week to instructor
 - quickly resolve grading issues presented by the course instructor
 - provide instructor with feedback regarding student performance

Responsibilities

- All TAs should be technically competent in their subject area and have excellent communication skills
- All TAs should be on-campus during the duration of semester
 - Please discuss with course instructor any additional duties you may have during finals week that require your on-campus presence

Expectations of Course Instructors

- TAs are part of the Klipsch School's "team"
- Course instructor will
 - introduce TAs during the first class
 - provide lab assignment one week before the actual lab
 - conduct end-of-semester review of TA evaluations
 - provide *appropriate* work load for hired hours (keep weekly record)
- Course instructor will have weekly TA meetings to
 - review upcoming lab
 - receive feedback on student performance in lab
- If course instructors are not meeting expectations, please contact Prof. Ranade, Dept. Head

TA Policies

- Teaching assistantships are generally awarded to PhD students
 - Some exceptions include staffing needs, graduate student recruiting, etc.
- A full TA (20 hours/week) generally teaches 2-3 labs and grades lab work
- Continuation of teaching assistantship depends on the department staffing needs, evaluations, and degree progress

TA Policies (cont.)

- TA is expected to make progress towards their PhD
 - 1. For Ph.D. students *with* a MSEE degree, TAs are expected to
 - a. have passed the Ph.D. qualifying exam by the 3rd semester
 - b. have passed the Ph.D. comprehensive exam by the 6th semester
 - c. have passed the dissertation defense by the 8th semester
 - 2. For Ph.D. students *without* a MSEE degree, TAs are expected to
 - a. have passed the Ph.D. qualifying exam by the 6th semester
 - b. have passed the Ph.D. comprehensive exam by the 8th semester
 - c. have passed the dissertation defense by the 10th semester
 - Limit of 8 semesters TA support unless exception by Department Head
 - Students supported by a mix of teaching and research assistantships will follow above guidelines
- For MSEE (thesis) students, 2 semester TA support limit; if continuing to Ph.D. program, time limit is reset

Evaluations: Lab TAs and Graders

(4) Strongly agree (3) Agree (2) Neutral (1) Disagree (0) Strongly disagree

- 1. Knowledge of TA/Grader:** The TA/Grader shows a good understanding of the course material.
- 2. Communications Ability of TA/Grader:** The TA/Grader is very good at communicating with students, both in conveying knowledge about the subject matter and knowledge about class/laboratory procedures and expectations.
- 3. Fairness of TA/Grader:** The TA/Grader is fair in grading
- 4. Usefulness of Assignment Feedback:** The feedback provided by the TA/Grader on the graded assignments was very helpful in increasing my understanding of the subject material.

Evaluations: Lab TAs and Graders

5. **Promptness in Returning Graded Assignments:** The TA/Grader always returned graded assignments within one week of submission or within a different timeframe specified by the instructor of the class.
6. **Responsiveness of the TA/Grader:** The TA/Grader responded promptly to questions and concerns voiced by students and is willing to assist students.
7. **Punctuality of the TA/Grader:** The TA/Grader was always on time for scheduled laboratories, discussion sessions, office hours, and appointments
8. **Organization and Preparedness of the TA/Grader:** The TA/Grader was prepared for and familiar with the lab/class assignments.
9. **Improvements for TA/Grader:** (student comments)
10. **Strengths of TA/Grader:** (student comments)

Evaluations: Lab TAs and Graders

- Sustained improvement continues in labs
 - Fall 2011: 3.02, Spring 2012: 3.25; Fall 2012: 3.31, Spring 2013: ???
- If TA's overall evaluation is below 2.75, TA will
 - improve teaching ability
 - address specific issues in evaluation in order to retain position
 - attend graduate school TA workshops as recommended

*The University wants faculty and
undergraduate students to have
OUTSTANDING TAs!*

ECE TA Manual

- Describes the duties, expectations, evaluation and limitations as presented here
- Informal and formal channels for resolving failure to meet responsibilities
- How TAs are chosen and renewal process
- Faculty and staff contacts
- Tips for grading, lab instruction and reports

http://www.ece.nmsu.edu/~pdeleon/TA/ECE_TA_manual.pdf

Questions?

Teaching Assistant Awards

- Klipsch School recognizes two outstanding TAs each semester
 - Student comments and evaluation
 - Instructor comments and evaluation
- Award winners receive a \$100 award and certificate, permanent recognition on “outstanding ECE TA plaque”, and introduction at the faculty meeting
- “First semester” or “rookie” teaching assistant award
- “Veteran” teaching assistant award

Closing Remarks

- Prof. Ranade
- Prof. De Leon