

The background of the slide features a photograph of a university building. In the foreground, a white stone tower with a prominent copper dome is visible. The tower has arched windows and a balcony-like structure. In the background, a range of rugged, blue-toned mountains rises against a clear blue sky. The overall scene is bright and clear, suggesting a sunny day.

New Mexico State University  
Electrical and Computer Engineering

Teaching Assistant Meeting  
2013 August 22

Phillip De Leon  
Associate Department Head

# Agenda

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- 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](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

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- 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

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- 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

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- 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](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

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- Prof. Ranade
- Prof. De Leon