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[image from wikipedia]

Teaching is not a job... It's a calling.

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Associate Department Head

Electrical & Computer ENGINEERING

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Team of ECE Teaching Assistants

- ~100 TAs in ECE each semester
 - **TI: Teaching Intern**
PhD students fulfilling one of two required semesters
 - **TS: Teaching Supplement**
post-TI PhD students working for additional pay
 - **IMB TAs: Integrated Masters-Bachelors TAs**
Full-time IMB students with graduate standing
 - **MS TAs: Masters-Level Teaching Assistants**
MS students and part-time IMB students
 - **UG TAs: Undergraduate Lab Assistants or Graders**
ECE undergraduate students, including undergraduate IMB

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Your role as a TA

- Support the course instructor
 - office hours, lab hours, answering email, maintaining website, give recitation, preparing hw/labs/exams, grading hw/labs/exams, etc
 - your role is technical; you probably should not be getting coffee, picking up laundry
- Instructor is the boss; listen to the boss**
- Be prepared
 - attend course staff meetings (and lectures if required by the instructor)
 - do the reading/homework/lab before meeting students
 - coordinate recitations with the lectures

Keep the instructor in the loop

- Copy the instructor on email exchanges with students (unless you are told to stop)
 - Let the instructor know about any problems
 - lab equipment
 - student questions
 - late assignments
 - anything else
 - Do not handle academic integrity incidents personally
- Know the policies, collect evidence and report**

Establish Mutual Expectations

- Type of work and responsibilities
- Expected level of effort
 - a weekly average of 12 hours is typical
 - 18 hours max in a given week

This is like an additional 12-unit course load
- Required availability during special times, e.g., exams proctoring/review/grading, around project due dates, manning evening labs
- Required to attend lecture?


Keep track of your time, and effort!!

Big No-No's

- Violating your position of privilege and trust
- Violating student privacy and confidentiality
- Missing office hours/lab hours/meetings without warning or a worthy emergency
- Being unprepared to answer questions during office hours or labs---**even worse to fake it when you don't know the answer**
- Being late on delivering acceptable work (e.g., preparing a lab release or grading homework)
 - **You shall only promise things you can deliver**
 - **You shall give ample warning when you cannot**

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Your Rewards \$\$\$



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Time/Money/Registration

Type of TA	hrs/week	\$	Register
TI	avg 12	NA	18-991(F) 18-992(S)
IMB (full-time)	avg 12	1/3 tuition reimbursement (for full-time students)	18-983(F) 18-984(S)
TS	<18	Paid an hourly rate of \$18/hr	NA
MS	<18	Paid an hourly rate of \$15/hr	NA
UG	<18	Paid an hourly rate: Soph: \$11, Juniors: \$11.50, Seniors: \$12; 5th yr: \$12	NA

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Registration (TIs, IMBs only)

- **TIs**
 - are registered for 12 units (18-991(F), 18-992(S))
 - need to register because this is a requirement for the PhD
- **IMBs (full-time)**
 - are registered for 0 units (18-883(F), 18-884(S))
 - need to register for the tuition reimbursement

Time Cards (TS, MS and UG)

- must contact the ECE Business Office to make sure you paperwork is complete so you can get paid
- will need to use time cards to record your hours and turn them in, **on time**, every two weeks to ECE Business Office

This is a job, in fact a PAID job

- You are being paid, and therefore you can get terminated!
 - committing any of the Big No-No's
 - not meeting expectations and not shaping up after warning
- If terminated
 - IMB returns tuition rebate for converted wages
 - TI faces another term and the advisor's wrath
 - you will not be invited back in future terms

Best Advice: don't wait to meet with the instructor
if you know you will come up short

ICC ITA

English Competency is Required

- By Pennsylvania law, **every** TA whose native language is not English **must** take and **pass** the *International Teaching Assistant (ITA)* test
- This rule applies to everyone whose childhood language (mother tongue) is not English. Any questions, please contact ICC.
 - If you are not sure if you need to take the ITA test, you probably do. Talk to ICC.
- The ITA is administered by the Intercultural Communication Center (ICC)

The ITA test

- If you receive 3 or 4:
 - you must take the prescribed ICC classes
 - you must re-take the exam when allowed by the ICC until you earn at least a 2
- If you receive 2, you will be required to take 15 hrs of ICC classes while you are a TA
 - We rarely assign TA to those receiving 3. If we do, you will be required to take ICC classes too
- All new PhD students, interested in being TA, should take the ITA test as early as possible

ICC Tests and Classes

- Look at the ICC web site for information about test times and classes
 - www.cmu.edu/icc
- Contact the ICC to make an appointment for the ITA test
 - email: eslhelp@cmu.edu; ph. 8-4979
- Take the classes as prescribed
 - We will check up on you!

We are behind you all the way...

Getting Questions Answered

Teaching assignments and policies: incl. ITA test, registrations

Leona Kass (lkass@ece.cmu.edu)
1118 Hamerschlag Hall

PhD requirements:

Elaine Lawrence (elaine@ece.cmu.edu)
1113 Hamerschlag Hall

Getting Paid:

Eftihia Barron (eftihiab@ece.cmu.edu)
1114 Hamerschlag Hall

Hardware Labs:

Rick Burgett (rburgett@ece.cmu.edu)
(also help@ece.cmu.edu on software issues)

Associate Department Head:

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Lastly

- Let me know about any problems you can't resolve with the instructor
- Eberley Center for Teaching Excellence
 - see <http://www.cmu.edu/teaching/>
- There is an annual **Outstanding Teaching Assistant Award** contended by both graduate and undergraduate teaching assistants