TAs @ ECE
(in a nutshell)

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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
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].

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
During the quarter

**Videotaping**
1. videotaping of one lab/discussion is requires 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
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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