Guidelines for Teaching Assistants in Electrical Engineering

* Each Graduate Teaching Assistant is a registered full-time graduate student chosen as a result of excellent scholarship and qualifications as a teacher. The TA minimally holds a baccalaureate degree in a field that is closely related to the one in which he/she will be assisting.

* TAs are **ONLY** assistants to faculty (not primary instructors) in teaching our classes and labs.

* **TAs are not intended to be faculty replacement.**

Using labs as an example: the instructor must provide the overview of the lab (at the start of the lab period) and can then allow the TA to manage things afterwards. In other words, the TA will manage the lab session after the faculty member has provided an overview of the lab goals for that session.

* **TAs are half-time employees (20 hours a week):**

They can assist us in our teaching duties for approximately 20 hours per week. When you get "25% of a TA", it means you get to use approximately 5 hours per week of that TA's time (summary below). This fact is very important since our TAs conduct doctoral research or are required to complete an MS thesis option. Using a 25% TA for more than 5 hours per week in your class is definitely not fair to the TA.

- 25% TA: 5 hours per week
- 50% TA: 10 hours per week
- 100% TA: 20 hours per week

* **Under Faculty Supervision, the duties of a TA may include:**

- providing help sessions
- leading discussions
- providing recitation sessions
- conducting laboratory or quiz sessions
- holding office conferences with students
- preparing materials for faculty-guided classroom or laboratory instruction
- assisting professors in the design of a course
- helping to proctor examinations
- grading student homework and quiz papers and helping with partial grading of examinations in large classes (based on faculty guided standards)

* **TAs are NOT and should not be held responsible for:**

- Grading Exams where Faculty judgment is required (multiple choice, etc. where an answer key is available is fine for grading; but exam content which require faculty judgment must be graded by the faculty member)
- the intellectual or instructional content of a course
- the selection or creation of student course or laboratory assignments
- planning examinations
- defining policies that determine final course grades

* **The TAs are not to be assigned responsibility for:**

- instructing or lecturing the entire enrollment of a course
- providing the entire instruction of a group of students in a course or laboratory for a prolonged period