Teaching Assistant Orientation

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Fall 2015
http://cs.ucsb.edu/~leadta
Who are we?

- Victor Zakhary (victorzakhary@cs)
  - Third Year Ph.D. Student (DSL)
  - Current Lead TA
- Professor Tim Sherwood (sherwood@cs)
  - ArchLab
  - Ph.D. from UCSD
Outline

• Lead TA roles
• Teaching assistant roles / expectations
• Teaching assistants’ rights
• Your first day
Lead TA Roles

- Midterm TA evaluations
- End of quarter TA evaluations
- TA consultations
  - Office hours (T.B.A)
  - 1-1 coffee (on demand)
- Representative on CS Grad Affairs Committee
- Train new TA's in the department
  - CS501
Lead TA Roles

• Midterm TA evaluations
• End of quarter TA evaluations
• TA consultations
  • Office hours (T.B.A)
  • 1-1 coffee (on demand)
• Representative on CS Grad Affairs Committee
• Train new TA's in the department
  • CS501
CS501

• 10 week mandatory seminar for TAs
• Meets at 5PM (and 6PM ?) on Wednesdays
• Covers a variety of topics closely following the UCSB TA Handbook
  • http://oic.id.ucsb.edu/ta-handbook
Outline

• Lead TA roles
• Teaching assistant roles
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Teaching Assistant Roles

- Discussion session vs. Lab
- Other Responsibilities
Discussion Session

- 50 minute (single TA)
- Topics
  - Additional lecture material (examples/exercises)
  - Project (assignment) overview/discussion
- Primarily in upper division courses
- **Coordination** with the professor (content)
- All the time
Lab

- 50 minute (one or more TAs)
- Students complete lab
  - Usually with partners
  - In the allotted time
- Efficiently field students’ questions
- Primarily in lower division courses (<100 level)
- **Coordination** with the professor (Lab requirements)
  - All the time
## Discussion Session vs. Lab

<table>
<thead>
<tr>
<th>Discussion session</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 minutes of lecturing/ solving examples</td>
<td>50 minutes, 5-10 minutes of explanation</td>
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<tr>
<td>Present material, answer questions, and review lecture</td>
<td>Help students with a structured assignment</td>
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<tr>
<td>Group attention</td>
<td>More individual attention</td>
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</tbody>
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**Require coordination with the professor**
Office Hours

- Must be available to the students
- Typically 2-4 hours a week
- Arrive on time
- Don’t leave early
Other Responsibilities

• Answer emails
• Attend lecture [if required]
• Hold review sessions
• Provide feedback to the instructor
• Be available until grades are submitted
Outline

• Lead TA roles
• Teaching assistant roles
• Teaching assistants’ rights
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Teaching Contract

• Agreement between you and professor on your responsibilities
• Review to ensure you won’t be overworked
• Revise if necessary
• Remind your busy professor to go over and sign your contract!
Teaching Assistant Rights

• 50% TA
  • 8 hours per day (max)
  • 20 hours per week (average)
  • 40 hours (max) in any one week
  • 220 hours per quarter
• Time includes:
  • Lecture attending, preparation time, TA training (CS501), and other responsibilities
TA Union – UAW Local 2865

- [www.uaw2865.org](http://www.uaw2865.org)
  - Negotiates contract for wages and benefits
  - All TAs are paid the same minimum across the university
  - GASHIP - some vision and dental insurance
- Fees
  - All TAs pay 0.89% fair share fee
  - Members pay 1.15% for dues
Outline

• Lead TA roles
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Your First Day

- Preparation
- Tips
- Content
Preparation

• Find the room
• Check the projector
• Check required keys
  • Room key
  • Media Key
• Allot at least 2 hours for preparation of material
Tips

• Be confident, you’re awesome 😊
• Introduce yourself
• State your expectations
• Write outline on board / slide, if appropriate
• Make eye contact
• Engage students
Content

• Coordinate with professor
• Prepare notes in advance
• Outline objectives
  • for yourself
  • for the students
CS501 TODO List

• Enroll in CS501
• Check website / email for Wednesday’s Assignment
  • www.cs.ucsb.edu/~leadta
• Look for email reminders
• Be at Phelps 2510 next Wednesday Sep 30
TA TODO

• Physically meet with class instructor
• Establish a good communication pattern
• Schedule a weekly meeting
• Inform them up front of any time off you’ll need
• Revise the Teaching Assistant contract
• Ensure that the instructor signs it
• Prepare for your first discussion / lab section
Incentives to be an awesome TA

- Personal satisfaction
- Student appreciation
- TA awards
- Lead TA position
- Department Evaluation – future TA selection
- It is your job, take pride in doing it well
Questions?
You are awesome 😊
Welcome to CS@UCSB