Teaching Assistant Orientation

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

• Omid Askari (omid55@cs.ucsb.edu)
  • 2nd year Ph.D. student (DBL)
  • Current Lead TA
• Professor Ömer Eğecioğlu (omer@cs.ucsb.edu)
  • Ph.D. from UCSD
  • Current Graduate Advisor
Outline

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

• TA Evaluations
  • Midterm
  • End of quarter
• TA consultations
  • Office hours: Wednesdays 2PM - 4PM in GSL
  • 1-1 coffee (on demand)
• Representative on CS Graduate Advising and Affairs Committee
• Train new TA's in the department
  • CS501
CS501

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

• Lead TA roles
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Teaching Assistant Roles

• Discussion session or Lab
• Other Responsibilities
Discussion Session

• Primarily in upper division courses
• 50 minute (single TA)
• Topics
  • Additional lecture material (examples/exercises)
  • Project (assignment) overview/discussion
• Coordination with the professor (content)
  • (probably) Weekly meeting with other TAs and the professor
• Give feedbacks all the time
Lab

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

**in a nutshell**

<table>
<thead>
<tr>
<th>Discussion Session</th>
<th>Lab</th>
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<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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Both 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!
• Kindly ask Benji for available locations and a key
Other Responsibilities

• Answer emails and questions
  • Gauchospace, Piazza, Slack, etc.
• Attend lecture [if required]
• Hold review sessions
• Provide feedback to the instructor
• Be available until grades are submitted!
Outline

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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 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
• Introduce yourself
• State your expectations
• Write outline on board / slide, if appropriate
• Make eye contact
• Engage students
• Get to know the students
Content

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

• Enroll in CS501 (GOLD) ASAP
• Enroll in Piazza page www.piazza.com/ucsb/fall2016/cs501
• Check website / email for assignments www.cs.ucsb.edu/~leadta
• Look for email reminders
• Be at Phelps 2510 next Wednesday Sep 28
TA TODO List

• Physically meet with class instructor
• Establish a good communication pattern
• Schedule a weekly meeting
• Inform them upfront 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
Thanks
You are awesome 😊
Welcome to CS@UCSB