

EEEC390: Teaching Electrical and Computer Engineering Session I - The Basics

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Outline

- Problems with assignments?
- Computer System Issues?
- What do you need to do to pass 390?
- Laboratory Safety
- Interactions with Students

EEEC390

- Passing grade requires:
 - that you attend all lectures (sign in!)
 - let me know by email if you must miss one

Laboratory Safety

- Be sure that you know how to safely operate all of the equipment
- Know where the fire alarms and fire extinguishers are
- Read the laboratory safety handout and go over it with your students
- Be SURE you know the rules and are careful in the laser labs and the microfabrication facility

Interactions with Students

- As a TA you have a different relationship with the students
 - It can be less formal and less intimidating
 - It should not, however, be casual
 - You do represent the university
 - You ARE in a position of authority & responsibility
 - You should let your instructor know when students are struggling with a topic

Ethics

- Lead by example
 - Respect students
 - ☐ Be fair
 - ☐ Maintain confidentiality
 - ☐ Don't waste time
 - Respect the instructor
 - Respect equipment
 - Be quick to listen and slow to speak
- Hold the students to a high standard

Students with Disabilities

- Remember that disabled students are students first, disabled second
 - Ask them to clarify special needs
 - Be sensitive, treat with respect
 - Discuss accommodations with the instructor
 - The Disability Resource Center can help

Diversity

- Treat all students with respect
- You may not show any bias
- Monitor your own language and behavior *and* that of the students
 - DO NOT TOLERATE offensive behavior
- Encourage all students to participate
 - Be careful with how you answer questions
 - Be careful to call on all equally
 - Don't let some dominate conversation
 - Encourage non-native English speakers

Sexual Harassment

- Definition:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- ☐ Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation
- ☐ Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual
- ☐ Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment (in their opinion, not yours!)

Sexual Harassment Continued

- You may be misusing your position if you:
 - Pressure a student to spend time with you outside of the academic setting
 - Ask personal questions that make the student uncomfortable
 - Make personal or off-color jokes
 - Touch a student in a place or way that makes the student uncomfortable (you don't even have to touch, it can just be getting too close)
 - Ask a student for sexual favors
 - Date a student (even if that student wants to)

Disclosing Student Information

- You do NOT need consent to:
 - Post grades by secret identifier or by last 6 digits of SSN (but don't list them in alphabetical order)
 - Distribute papers in class if the score is not readily visible (folded or with cover page)
- You may:
 - Ask for (not demand) a self-addressed stamped envelope or postcard for grades
 - Send an individual grade to a student's email account

UCD Code of Academic Conduct

- All members of the community are responsible for academic integrity
- Policies forbid all forms of academic dishonesty (e.g., cheating, plagiarism)
- Your responsibilities are:
 - Clearly inform students of what is and is not allowed
 - Discuss precautions to discourage dishonesty with the instructor
 - Report academic dishonesty to the instructor

Handling Office Hours

- Be attentive
 - Make sure they can all hear and see
 - Give each student a chance
- Know in advance what questions you will and won't answer
 - Previous assignments - answer all questions
 - Current assignments - ask them questions, clarify assignment, encourage, don't confirm or deny their method (get them to check it)
 - Future assignments (exams) - don't give anything away by *refusing* to answer or by volunteering hints

Code of Academic Conduct

- What you must do:
 - Highlight the importance of academic honesty and set a good example by your conduct
 - Set clear standards
 - ☐ about cooperation; what is allowed?
 - ☐ about how grades will be determined
 - Give assignments that encourage honesty
 - ☐ don't put honest students at a disadvantage
 - For examinations:
 - ☐ make environment conducive to honesty
 - ☐ be thoughtful about answering questions, watching the exam in progress, and about grading
 - Report violations

Code of Academic Conduct

- What the students must do
 - Be honest
 - Report violations
 - Know the rules