EEC390: 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
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
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
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