

# EED Undergraduate Teaching Assistant Policies

This document outlines the expectations for undergraduate teaching assistants (UTAs) employed by the Department of Engineering Education (EED). Attendance, preparation for class/lab, in-class/lab behavior, grading, and out-of-class/lab duties are addressed. UTAs will be held responsible for the contents of this document. This document is subject to change. Any such changes will be communicated to all UTAs and other EED instructional staff through an email to their osu.edu email addresses.

**Attendance: UTAs are expected to attend every class, lab session, open lab, training, or review they have been scheduled to, arriving on time and staying until completion.**

- UTAs must notify the instructor directly, and as soon as possible, concerning circumstances that will lead to a late arrival, early departure, or complete absence from an assigned class or other duty such as open lab. In addition, UTAs must attempt to arrange a substitute and, when arranged, this information must be communicated to the instructor/GTA.
- Acceptable reasons for missing class include family emergencies, illness, interviews, unavoidable class conflicts, or events where they are representing the University.
- Absences and tardiness should be minimized. Unapproved absences and tardiness will affect priority in staff scheduling for the following term and may affect re-hiring for the following term.

**Preparation for Class: UTAs must be prepared to assist students with their assignments.**

- UTAs must review the preparation and application materials before arriving to class.
- UTAs must complete relevant training each term to ensure proficiency in the necessary skills for the term.
- UTAs must attend scheduled weekly team meetings as established by the instructor of record.

**In-class Behavior: UTAs must contribute to creating a supportive, inclusive, and professional learning environment in the classroom.**

- UTAs must be proactive and professional in the classroom.
- UTAs must avoid creating distractions that detract from the learning environment. In particular, side chatter should be kept to a minimum.
- UTAs must circulate throughout the room, engaging with students and assisting as needed.
- UTAs must use encouraging and professional language when in the presence of students.
- UTAs must dress professionally while interacting with students in the classroom and while engaged in official EED duties.
- UTAs must wear provided name tag to every class unless directed by instructor.

**Grading: UTAs must complete their grading in a timely manner and provide appropriate feedback.**

- UTAs will return all graded items to students at the designated class meeting.
  - Class assignments should generally be returned to the students at the following class meeting, unless previously arranged with the course instructor.
  - Laboratory assignments should generally be returned to the students no later than one day before the following lab period. UTAs are encouraged to return graded lab assignments to the students earlier when possible.
  - GTAs may request that assignments are returned to them prior to giving them back to the students in order to review the students' work as well as the UTA feedback provided.
- All work must be returned to students before they are tested or quizzed on that material.
- In situations where assignments cannot be graded and returned in a timely manner, the course instructor and GTA must be notified as soon as possible.
- UTAs must follow the rubrics provided to them by the instructional staff. Disagreements with the rubric should be discussed with the current course coordinator.
- UTAs must adhere to and enforce the late policies stipulated in the course syllabus. Exceptions may only be made at the discretion of the course instructor.

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## **Relationships: UTAs must maintain appropriate relationships with all students and other TAs.**

- UTAs' first priority must be helping students rather than socializing with students and other TAs.
- A TA who is in a relationship with another TA should not work on the same teaching team or in the same room for open labs. If a TA assignment conflicts with this policy, either prior to or during a semester, TAs must notify one of the instructors. Regardless of assignments, TAs in relationships must always remain professional in the work environment.
- At no point may a TA be in a romantic or dating relationship with any student enrolled in an EED course in which they are assigned as a TA.
- Out of class interactions with students must be conducted in a professional and legal manner.
- At no point may a UTA be allowed to be with a student in any situation where illegal activities are being conducted (i.e. underage consumption of alcohol, drug use, etc.).
- UTAs are strongly advised to keep relationships with students professional. Keep discussions relevant to classroom learning and engineering education.

## **Out-of-class Duties:**

- UTAs must fill out and submit their weekly timesheets in timely manner. UTAs must fill out the Qualtrics survey as well as the comments section of the timesheet to report what work was completed that week.
- Lead UTAs will coordinate help sessions for exams as directed by the course coordinators.
- UTAs are expected to contribute at least 15 hours per semester (FE) or 25 hours per semester (FEH) to ongoing out-of-class projects that benefit the first-year engineering program or department. UTAs are paid for these hours. Ongoing projects include, but are not limited to, staffing open lab, assisting with curriculum development, preparing for the spring competitions, engineering education research, recruiting, department-wide events, hosting visitors to the Department, EED web and software support, and administrative tasks.
- In the weekly Qualtrics survey, UTAs must also record their hours outside of the classroom.
- FOR ENGR 1281/1282 UTAs: Up to two lead TAs in various areas (including, but not limited to, robot construction, robot electronics, and nano curriculum) will be permitted to work without having an in-class or in-lab position. The area leads must work, on average, a minimum of 6 hours per week each semester. All other 1281/1282 UTAs will be required to meet one of the following conditions: hold an in-class position, hold an in-lab position, or work in open lab.
  - Those working in open lab in the autumn semester will be expected to work at least 4 hours per week in open lab, to spend 1 to 2 hours per week preparing for open lab by reviewing the in-class materials and assignments, and to attend all training sessions for which in-class or in-lab UTA attendance is required.
  - Those working in open lab in the spring semester will be required to work at least 6 hours per week in open lab, company store, and/or machine shop.

## **General Guidelines:**

- UTAs must follow all University Policies including (but not limited to): no smoking on campus, no alcohol consumption in university buildings, respect for university property and spaces, and respect for all members of the university community.
- Any form of sexual harassment will not be tolerated and must be reported.
- All EED employees should avoid storing students' grades on personal computers or electronic devices.
- All EED employees have 24/7 access to EED classrooms. Care should be taken to clean up personal space after leaving these classrooms. Failure to do so will result in removal of privileges.
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## **Not Meeting These Expectations:**

- Failure to meet these expectations will affect priority in staff scheduling and/or re-hiring for the following term. Repeat offenses during a term may lead to immediate reassignment or dismissal.
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