



TA
Orientation

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Requirements

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Teaching Assistant Orientation

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TA Certifications

- **All TAs must pass the Graduate Teaching Assistant (GTA) Orientation and the Microteaching Simulation / Classroom Certification (CC) Evaluation**
- **International Students must pass the Classroom Communication and Culture (CCC) Workshop**
- **All TAs must have TA-2 level certification**



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Course Load

- You must take 13 hours per semester (except you must take only 9 hours during any semester in which you take an ESL course)
- You must take 6 hours over the summer to be a summer TA
- You must not make any grades below a B



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ESL 5323

All international TAs must take ESL 5323, Academic Research and Writing (3 hours) the first semester in which they serve as a TA. Course Objectives:

- Become familiar with the mechanics and formats of formal writing
- Learn the technical aspects of organizing and composing research papers
- Develop sentence structure and writing skills
- Practice critical reading
- Become familiar with the resources in the library

You may want to sign up for the course before becoming a TA.



English Grammar

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Resources

You and your students need to use correct English grammar

- **ECE Writing Resource Center**
http://www.ece.msstate.edu/academics/writing_resource.html
- **Online Technical Writing Center Guidelines**
http://www.bagley.msstate.edu/current_students/technical_communications_program/tcp/otwc_guidelines.php



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Office	Course	Name
S-132	ECE-4743	Dig Sys Des
S-202	ECE-3424	Intm Elec Circ
S-248	ECE-3414	Energy Systems
S-308	ECE-3714	Dig Dev
S-311	ECE-45x2	Senior Design
S-323	ECE-3434	Adv Elec Circ
S-329	ECE-3724	Micro
S-329	ECE-4723	Embedded Sys
S-433	ECE-33x4	Electromagnetics



Parts Kits Procedures

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Procedure

- The TA will go to the shop (Room 309) and sign for enough parts kits for his/her labs. Note that you are signing for money.
- The TA will provide the kits to the students and receive cash only from the students.
- The TA will return the collected cash and unsold parts kits to Ms. Kendra Posovich (The kits+dollars must equal the amount signed for in the shop.)
- The IEEE student chapter will sell breadboards and wiring kits. If your lab needs them, your students should purchase them from the IEEE members.
- See <http://www.ece.msstate.edu/facil/tas/labcoord.htm>



Lab Procedures

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Lab Procedures

- You must use the syllabus created by the Lab Coordinator for your lab.
- Your syllabus must contain:
 - Your name
 - Office location
 - Email address
 - Office hours
 - Other contact information
 - URL of Lab Coordinator's lab manual



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Lab Procedures

- You must use **electronic grading**
- You must deduct **15 points per day** for work turned in late, and give no credit for work turned in 1 week or more late.
- You must use the **class email alias** for communicating with your students.
- Attendance in a lab by a student is a necessary prerequisite to his or her receiving a grade for that lab, even if the student is taking the course over again. Students may not just turn in a written report. They must do the lab and receive your check-off.



Email

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Class Email Aliases

- **At the beginning of each semester, email aliases are created for each class being offered that semester**
- **All email sent to these addresses go to the student's university email account**
- **An email address is created for the whole class**
- **Email addresses are created for each section of the class.**
- **Examples for class ECE1002:**
 - **Class email: `ece1002@ece.msstate.edu`**
 - **Section 01: `ece1002-01@ece.msstate.edu`**



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Class Email Aliases

- These email addresses can also be used by TAs to send emails to their particular lab section
- All email sent to the class email aliases is archived
- Email sent to class sections is also archived in the main class email archive so students do not have to look up each section individually
- A listing of all archived email can be found at <http://www.ece.msstate.edu/mailman/listinfo>
- An email archive link is also included on each course page.



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Class Email Aliases

- Be sure to visit <http://www.ece.msstate.edu/mailman/listinfo/> and check out the mailing list for the class you teach
- **You should also subscribe yourself to the list**
- Report any mailing list problems to Mr. Jeff Ellis at admin@ece.msstate.edu



Daily Tasks

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Keep Lab Clean & Neat

We would like to keep all labs in order, not just once in a while, but every day. Each lab instructor must:

- At the end of each lab session, organize/straighten what the students have not. If you instruct the students about keeping things in good order, then you should not have much to do.
- Push the stools under the workstation against the foot rest, or have the students do so.
- Clean up the workstations and the floor of debris and dust. If there are parts that have fallen to the floor that still appear to have value, collect them.

See <http://www.ece.msstate.edu/facil/tas/winton.html>



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Ethics

It is the responsibility of each faculty member and administrator to maintain an academic environment conducive to the positive educational development of all students and fellow faculty members. This standard of professional conduct requires each member to behave in a manner which is free of intimidation and harassment based on sex, race, religion, politics or professional interest. Special care must be taken to avoid exploitation of students or colleagues for private or professional advantage especially those vulnerable to the faculty member's authority.

See http://www.msstate.edu/web/faculty_handbook/iv.html#B



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Discrimination

Discrimination based upon race, color, religion, sex, national origin, age, disability, genetic information, or veteran's status is a violation of federal and state law and MSU policy and will not be tolerated.

Discrimination based upon sexual orientation or group affiliation is a violation of MSU policy and will not be tolerated. Therefore, to maintain a work and learning environment that is free from unlawful discrimination and harassment, the University will handle all infractions in an expeditious and equitable manner. See <http://www.msstate.edu/dept/audit/0303.html>



Further Information

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ECE TA Page

See <http://www.ece.msstate.edu/facil/tas/index.html>