

Careers in Code

Teaching Assistant - Responsibilities and Expectations

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What is this document?

- This document is typically sent to teaching assistants at three times:
 - Confirmation of locking into the schedule
 - 1 week before their class starts
 - First day of class.

When and Where

Where

Zoom: <https://us02web.zoom.us/j/83046729977?pwd=dzVsMWNZTVJFYkFFRUlS1BFZmtldz09>. Note you can pop into classes any time you'd like and we record [all of our classes on YouTube](#).

When

Monday - Thursday, 5:30pm - 8:30pm. Break is encouraged from 7-7:25pm.

Please try to arrive 5 minutes before class, especially on your first day.

Every second Thursday of the month OpenHack takes place at 6pm @ Commonsplace downtown. If your class lands on those days, we'd encourage you to attend those meetups with the class. Class location is included on the [schedule](#).

Time Commitment

The overall time dedication is roughly **12-14 hours**. If you plan on exceeding 14 hours for a given week, please let us know. We'll be capping hours at **14 hours/week**.

- 12 hours of class time per week (3 hours per day, 4 days a week)
- 1-2 hours of project review support, office hours, or 1-1 times

If you have any conflicts or don't think you'll be able to come in for a given class date, please reach out to us as soon as you can.

Punctuality

We expect participating teaching assistants to attend all of your scheduled days for the entire class and arrive on time to class except in cases of emergency. If you need to miss a class or will be late, please inform the Careers in Code staff & instructor as soon as possible.

Before, During, and After Class

Please work with and coordinate with the instructor for the week to determine what help he/she needs from you. We also encourage all TA's to utilize our tools (Slack, Canvas, etc.) to interact with students.

Below is a high-level list of what you might expect before, during, and after class.

Before Your TA Week

- Gain access to our Learning Management System (Canvas), and review content for your week.
 - Reach out to Max Matthews for access.
- Join our Slack channels (#cic-students-c4, #cic-livestream-c4 and #cic-instructors) and introduce yourself. Let our students know they can come to you for help!
- Coordinate with the instructor for the week and ask how you can help best support them.
- Review the daily outlines and make sure you have edit access.
- Review any project code before class starts to make sure you're familiar with it.
- If you would like to offer 1:1s to students, we encourage you to create a Calendly link and send it to the program managers so it can be updated on a spreadsheet shared with the students. If you would prefer to schedule with them directly, please provide us scheduling instructions. 1:1s are not a requirement of TAing. If you need help setting up your Calendly, reach out to Karin.

During Class

- Attend all scheduled days for the entirety of each class.
 - If you must leave early, please inform the staff & instructors before-hand.
- Assist instructors and students in both the in-person and virtual classroom by monitoring the Zoom call, Zoom chat, and Slack channel.
- Actively engage and interact with students. Please remind students with their camera off that they are required to be on for attendance, if need be private message them individually as well.
- Encourage engagement from those who seem to be less engaged during the classes when necessary. If they provide an excuse, please forward the message to the instructor and give a heads-up via slack.
- If you've TAed for a couple days and have no contact with a student (ie no class engagement/questions, camera off, seems distracted), reach out to the student and see how they are doing.
- Taking notes about student performance or noticeable discrepancies in a Google Doc is a good idea for each class to submit to the instructor if need be, as well as helpful to fill out the student performance rating at the end of the week. We'll be updating this document shortly with a link to capture your notes.
- Help to maintain a safe, efficient, and fun classroom environment.
- If there is a guest speaker in the classroom, please make sure students are unmuted and also read questions from the chat.
- Take attendance using Canvas. Students attending virtually or in person count the same. Taking attendance 15-30 min into class allows students to show up a couple minutes late. This data is tied to student performance and access to benefits so it is super important not to forget.
- If a student is absent two or more times in a week or consecutive weeks, please let Max Matthews, Jesse Peplinski or the program manager know so they can take steps accordingly regarding the student.
- You may leave [notes](#) for the day's class, including anything you feel may be pertinent for the student's success, lateness, left class early, no camera on, not asking questions, etc. You may break notes down by day or delete the days and leave notes in another format at the end of the week.

Virtual Classroom Support

If class is happening virtually, we expect TA's to help with the following:

- Zoom chat will be used for Q and A while class is in session.
- TA's should monitor the Zoom chat and be prepared to answer questions in it while the instructor is teaching.
- TA should determine whether the question is worth interrupting the instructor to ask the question while it's still contextual or if the question should be asked at the next stopping point.
- TA's should not be trying to reteach in the chat. Students should wait for Q and A with the instructor, schedule virtual office hours with the instructor for a more detailed overview, or schedule time with their mentor for more in-depth questions.
- If a TA feels that answering a question will take more than a few lines of explanation or simply copying and pasting a link for reference, then the TA should be referring the student to wait for open Q and A during class, or obtain additional help via the instructor or TA by making an appointment after class.
- TA's have the ability to use Zoom breakout rooms for classroom support, but please only use this if absolutely necessary if a student is falling significantly behind.
- Look for raised hands in the participant's view, call on the student so that he/she can ask a question, lower the student's hand so as not to call on him/her again.

- Copy and paste resource links from the chat and add them into the daily outline. Other resources or terms mentioned by the instructor should be updated in the same location.

After Class

- Assist students with questions on Slack.
- Attend remote (or in person) office hours with the instructor.
- Meet 1 on 1 with students (if requested). After meeting with them, please fill out the report [here](#).
- Score each student based on interactions and observations during class on the student spreadsheet [here](#), by **FRIDAY** OF THAT WEEK. You may log this on the spreadsheet as miscellaneous with a notation in the notes section that you completed the spreadsheet during that time. If you would like to leave a comment about a student's performance, please utilize the comment section in your grade box. Please note each student has their own tab.
- Additionally, please fill out the [Weekly Teaching Assistant Feedback](#) form.
- Please share the following link with students at the end of each class in slack encouraging them that they can schedule 1:1 time with Max or any of the TAs from the links on this [form](#) and on the last day of class share this link with them to fill out the 30 second feedback [form](#)

[This video](#) will guide you through the process. Please take the 10 minutes to watch this before your time as TA and if you have questions, reach out to Max, Karin, Ariel, or Jesse.

Compensation

Pay Rate

Teaching assistants are paid at an hourly rate of **\$20/hr**.

ACH Information

Please complete and send [this PDF](#) to jesse@hackupstate.com for bank account information.

Time Sheets and Tracking Hours

Timesheets are due after your period of supporting the classroom is over for that month. You can access our template for tracking your hours [here](#). After creating your own copy, email jesse@hackupstate.com with the link to the spreadsheet.

Payment Schedule as 1099

We'll pay you via ACH as 1099 after your time as a teaching assistant. If you need advance payment, let us know and we can figure something out.

Questions or Feedback?

If you feel like there is something that we can improve on to add to the effectiveness of your position, reach out to us with questions, thoughts, feedback, or concerns! You can reach Jesse at jesse@hackupstate.com or Max Matthews at maxm@hackupstate.com.