

Teaching Assistant - (IIIT-Hyderabad)

Code of Conduct

Teaching Assistant (TA) assists the instructor(s) with instructional responsibilities for Undergraduate (Bachelors) and Graduate (Masters) level courses.

Requirements / Responsibilities

Requirements:

A minimum CGPA of 7.0 (enforced from Monsoon 2013). CGPA up to the previous semester will be taken into consideration.

Students who are in their first semester at IIIT-H CANNOT apply for TA ships unless explicitly requested by the course instructor.

UG-2 students are not eligible for TA ships unless explicitly requested by the course instructor.

Normally there should be at least one or more TAs for a course who are not immediate seniors of students taking the course. This is enforced for all core courses (except for the point above, in special cases).

A minimum course grade of B- in the course (if you have previously taken that course). In rare cases this requirement may not be strictly enforced.

Quarter TA's are expected to work approximately 5 hrs per week and Half TAs are expected to work approximately 10 hrs per week.

Students can't TA courses that are beyond their level for Core courses. For example, a 3rd year students can't be TAs for 3rd year courses. For Bouquet core and Electives, this is not a requirement.

Responsibilities:

Hold Lab / Tutorial sessions: Some courses have lab / tutorial sessions (especially undergraduate courses). The content and structure of the sessions should be discussed with the instructor on record, course coordinators (if any) and lab assistants (if any).

Provide TIMELY feedback/Grading: One of the important responsibilities of being a TA is to assist the instructor with grading of various components of the course. A TA may be asked to grade exams, assignments, home works, various project related artifacts, etc. It is important to establish a set of rubrics (in conjunction and under the supervision of instructor on record). The grading process must **BE FAIR** to all the students. Partial treatment should not be shown towards any student(s). The type of feedback provided to the students may be in the form of written comments or an alternative format that the instructor requires / recommends. The TAs must take care to deliver the feedback on time. Do not pile up grading work till the last minute. Regular **TIMELY** feedback is critical to the students' performance.

Attend Lecture: It is recommended that TA's attend the lecture sessions (especially those who are new to a course). At the very least, co-ordinate with your instructor and attend one session during the first or second week of classes and get introduced to the students. If you are quarter TA, there may not be enough time to attend all lecture sessions and also perform other activities, such as giving feedback on assignments, projects, deliver tutorials, etc. So, clarify with the instructor about his or her expectations for the entire semester.

Create Assignments/Quizzes: The TAs may be responsible for creation of assignments, quizzes, and in some cases a set of questions for the exams. However, this may vary from course to course.

Maintaining TA schedule and work: At least one TA should maintain via courses portal what was done in each Tutorial and / or Lab. They should also upload and maintain with instructor consent the solutions to assignments, etc. in courses portal.

Work with other TAs and Instructor: If the size of the class is large, multiple TAs are allocated for the course. In such cases, the TAs are expected to collaborate with each other without any prejudice.

Hold regular meetings / Office hours: The instructor will meet with you regularly. In some cases (especially for large classes), the TAs can meet information and discuss on-going issues (if any). It is **MANDATORY** to hold weekly office hours that the students can utilize to get their queries answered.

Plagiarism Detection: Some of the classes in IIIT-H tend to be large classes and hence it may lead to plagiarism / cheating. The TAs **MUST** discuss all suspected cases with the Instructor regarding the appropriate course of action.

Maintain Confidentiality: Unless explicit permission from the course faculty or the student has been obtained, a TA should not discuss any course relevant matters with anybody other than the faculty or other TAs of that course.

Attitude:

Expect to perform well: Well begun is half-done. So, always be prepared. If you are a first time TA, it's normal to be nervous. A thorough review of the material you are expected to deliver in a lab / tutorial will keep in good stead. Prepare well in advance and seek clarifications from instructor, if you are unsure of the material.

Set clear expectations: Describe the objectives and expectations of the lab/tutorial. Clearly mention the due dates, submission details, and rubrics / mechanisms used for providing feedback. Make sure you let them know that you are here to help them and not to solve their life problems. So, if you don't know anything, DO NOT give the incorrect information.

Be Confident / Professional but not Rude : Be confident but make sure you do not exhibit rude behavior. Sometime this happens involuntarily, so the TAs should be careful. There are always going to be disruptive students. You can request / warn him and if the behavior persists you may ask him/her to leave the session.

Interaction with Instructor/Students:

Some of the TAs may be a TA for a course whose primary instructor is also your research guide. In other cases, you may not have interacted with the instructor at all. It is best if you know the expectations of the instructor at the start of the course.

As a TA you are an essential cog for the course and at times may find yourself at the cross roads when students complain about the Instructor. Make sure you listen to the complaints from the students and rather than ignoring them, communicate the same in an appropriate manner to the instructor.

Encourage students to ask questions during your office hours, lab sessions or tutorial sessions. Make sure they understand your pronunciations. In a large class, it might be difficult for the backbenchers to hear you. So, make sure you ask the students questions about the content that you are currently teaching.

Communicate with the students using appropriate language / medium that all students can understand. Avoid using colloquial terms and language that students do not understand. If you are not comfortable delivering a tutorial, speak to the instructor and he / she may re-assign you to perform other tasks (if applicable). Supplementing your oral presentation with power point slides, code demonstrations, and diagrams on board will make it easier for the students to understand the difficult terms/concepts.

Ethics:

Professional / Personal Relation with students: TAs should learn to differentiate personal from professional relationship. Some of TAs might be really friendly with some of the students. This might happen if the student(s) and TAs belong to the same batch or work in the same research center or are related in some way. This SHOULD NOT lead to ANY personal favors (increasing the grades, extending deadlines, passing any other information that is unethical) to that particular student. Every TA is expected to perform their duty professionally. Before providing any help to a PARTICULAR STUDENT, ask your selves am I being FAIR to all students, and have HELPED all students at the same level.

It is advisable not to take ANY submissions (assignments, exams) to hostels or even to your own seats (if you are a research student). It's best to sit together as a group along with instructor.

Deadlines / Excuses: The TAs should explicitly clarify with the instructor on record about the deadlines for various submissions. If there is any extension granted, it should done using appropriate notification mechanisms and in a uniform manner. If special permissions / extensions are to be granted, the TAs should ensure they consult with the course instructor before any decision is taken. The rationale/excuses given by students should also be discussed with the instructor.

As a TA, you should perform your duties with in the specified times. Always keep the instructor informed about reasons for inability to perform any of the duties on time.

Plagiarism / Cheating: As a TA, one of the important duties is to address any potential cheating incident (along with course instructor). If you suspect a cheating incident, do not return the assignment / exam / report until you talk to the course instructor. You should be able to determine if cheating has indeed occurred and if so it was not widespread. Make sure you have all facts in hand before you (if instructor wants you to handle the situation) talk to the student(s). Make sure you document the conversation and present it exactly the same way to the instructor. The course instructor will handle the next course of action.

TA ship Tenure: The smooth conduct of the course gets disturbed if any TA leaves their duty in the middle of the semester. Hence, it is required that as a TA we expect you to do your duty through the entire semester. Relieving a TA in the middle of the semester may not be possible except in emergency situations.

Dereliction of duty: A TA can be **black listed**, if the TA violated their TA ship duties.

For Example:

- If any evaluation related partiality is reported.
- If a Course Instructor sends objections regarding the TAs for not doing their TA duties/evaluations of assignments/projects/exams seriously to the Dean (Academics) or the TA chair.
- Once black listed, the TAs are not allowed to apply for TA ship for next consecutive TWO (2) semesters.

Sexual Harassment:

TAs are violating sexual harassment policy, if they

- Pressurize students to spend time with them outside of the academic setting
- Ask for any sort of sexual favor from the student or touch any student inappropriately
- Make or pass on any personal/ lewd jokes personally or via any digital media about/to any students in the class
- Ask any other personal details that are not relevant to the course

Date: 21.06.2022

Sd/-
Dean (Academics)