

Assistant Professor at Instituto Superior Técnico

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(Activity report)

Abstract—The activity performed in the context of Personal Portfolio (PP) IV consisted on teaching and grading students during a semester in Interface Pessoa Máquina (IPM) at Instituto Superior Técnico (IST). The activity had many different activities but passed by every week teaching a two classroom for one hour and a half, providing Office hours for the students to clarify their doubts and a weekly reunion with all professors of IPM. Last but not the least, I also had to grade the projects of all my students. The activity allowed me to develop my soft skills and provided me with new view as what is the job of a Professor.

Not really an ABSTRACT of the document

Index Terms—Reunion, Classroom, Students, Professor, Tagus Park, IST, IPM

1 INTRODUCTION

SINCE February 2014 I started the activity of Professor of IPM at IST Tagus park. This activity has many objectives, but the main is to provide students with a better understanding of interface interaction (will be talked in more detail in section 3). There are many different activities as Laboratory classes, weekly reunions and all with the objective of providing students with a better understanding of IPM. I accepted the challenge, of being professor, due to the fact that is an activity that I felt important to try in order to know if I want to follow it as a future profession.

For the activity to be more comprehensible it is convenient to start by explaining some key concepts as what's IST and IPM.

This report will start by referring what is IST (section 2), what is and the key objectives of IPM (section 3), the mode in which the ingress progress in IPM developed (section 4), the activities performed during the semester (section 5) and a brief conclusion (section 6).

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Manuscript received June 20, 2014.

2 IST

Instituto Superior Técnico IST, created in 1911, is the largest and most reputed school of Engineering, Science and Technology and Architecture in Portugal.

As can be stated at ¹ At IST, we aim to give our students and alumni the education and the knowledge tools to improve, to change and to shape society through science, technology, and entrepreneurship. We provide top quality higher education, strongly exposed to Research, Development and Innovation (RD&I) activities, immersing our students in an exciting and global environment geared towards solving the challenges of the XX1st Century".

3 IPM OBJECTIVES

IPM has many different goals that can be applied in many different situations, both in professional and personal life. The main goals can be seen at ² and has the objective of allowing one to be able to:

- understand the principles and basic rules required to design and develop usable user interfaces.
- Identify the users and the tasks they want to carry out with the interactive system we plan to develop.

- www.tecnico.ulisboa.pt
- www.fenix.tecnico.ulisboa.pt/disciplinas/IPM20/2013-2014/2-semester/objectivos

(1.0) Excelent	ACTIVITY					DOCUMENT						
	Objectives x2	Options x1	Execution x4	S+C x1	SCORE	Structure x0.25	Ortogr. x0.25	Gramm. x0.25	Format x0.25	Title x0.5	Filename x0.5	SCORE
(0.8) Very Good												
(0.6) Good												
(0.4) Fair												
(0.2) Weak												
	2	0.7	3.6	0.7	7.0	0.25	0.2	0.2	0.15	0.5	0.5	1.8

- Be able to evaluate interfaces at different stages of their development, applying the most correct evaluation technique.
- Identify the critical factors in the design of user interfaces.
- Understand and apply trade-offs between the different restrictions affecting the design of interfaces.
- Learn to frame the design of interfaces within the scope of computer science engineering projects.

Now that a brief overview has been given on where and the purpose of the activity, we will go into detail on the activity itself.

4 RECRUIT PROCESS

After an e-mail exchange with Professor David Matos, who were a intermediate to the process of recruiting, I was formally invited by professor Vasco Manquinho (who is the president of Departamento Engenharia Informática (DEI)). It was required of me that I previously had a Investigation Scholarship, provided by INESCID. This activity had a remuneration which was also a key factor for me to do it.

After all the bureaucracy was dealt with, professor Mário Rui Gomes established contact with me by e-mail and phone and was established the schedule that i had to give the laboratory classes and a room to be able to provide office hours. Also, was established a time of the week for the weekly reunion. All mentioned topics will be talked in more detail in section 5.

5 ACTIVITIES

Most of the activities that I had to do as a Professor were in IST Campus Tagus Park. In the following subsections will be in detailed the activities that I did during this semester towards the Course of IPM.

5.1 Laboratory Classes

I had to teach Laboratory Classes to two turns, both in Room L1-29, starting at 10:30 AM and ending at 1:30 PM every Thursday. Each turn has 9 groups and each groups is composed of 3 elements which totals an amount of 54 students

under my guidance. Each Class had a duration of one hour and a half.

There are three main kinds of classes:

- 1) Each group made presentations of their work;
- 2) Each group evaluates the others groups.
- 3) I evaluated their work directly;

The type of classes mentioned as 1. and 2., were the ones that gave more work. They required me to see all presentations priory to the classes and grade them. Also, in order to give good feedback I normally had to recapitulate all the Theory around the topic of the class.

The classes of kind 1. were given by the use of a slide-show in which every student (of every group) made a presentation of 5 to 10 minutes, followed by 2 minutes of feedback. I always tried to incentive other groups to give feedback so that I was not always the mean professor constantly with objections. The classes had a good flow and by the middle of the semester, students liked to comment on other work of their colleagues.

For the classes of kind 2., they were quite different from a normal class. In this case, groups were paired (remember groups of 3 elements) in which one element displayed their project to another group and the other two elements were seeing a project from other colleagues. After the end of the class they had to make a report that I had to evaluate and grade.

Class of kind 3., is the type of class that gave less work. All I had to do is to go group by group and evaluate based on some criteria (not important to this report) of that specific class.

All classes were stipulated to last 90 minutes but most of the time they ended either before or after, being the last one the most common.

5.2 Office Hours

Office Hours started at 9:00 AM and ended at 10:30 PM in Tagus Park, in room 2-N3.1 every Thursday.

The objective were to clarify any doubt my students, or any other student, might have about the course of IPM. I had people with very different kind of doubts, some wanted me to clarify their doubts in the theory and in specific topics of practical classes, but others

wanted mainly to leave the room with their project made by me. In this last case, I had a strict hand and tried my best to explain 'what to do' without saying 'how to do it'.

5.3 Weekly Reunions

Every week, on Monday from 3:00 PM until 4:30 PM, there were a reunion with all Professors of the course of IPM in Campus Alameda. In this reunion there was always both regents of the course for Campus Tagus Park and Alameda, respectively Prof. Mário Rui Gomes and Alfredo Ferreira.

In this reunion were discussed the main problems of the previous week and also the guide for the next laboratory. This reunions were very productive and we always tried to maximise the work by having a teacher always typing main decision into an on-line document, so that in the future could be consulted.

5.4 Final Project Evaluation

This was without a doubt what gave more work. It consisted in reading Reports of every group and also see their project running. Both this evaluations were made following strict guidelines that generated automatically the grade.

On average it took for each group 2 hours to completely evaluate their work, and I had to see 18 projects, which totals an amount of 36 hours. Also important to mention that I had a deadline to submit all grades until 9Th of June, and it was accomplished.

Even though it gave work, it also gave much pleasure to see the final work of the groups I helped for a whole semester, and notice that they followed my recommendations, in most cases.

5.5 Exam Vigilance

Since this report has to be delivered until 20Th of June I'm only going to mention the vigilance I made until that date. On June 19Th I had to be one of the vigilantes to the exam of IPM which ocured at 11:30 PM.

It is a simple task that consists in distributing the exams by the students and taking note of

the people in the class while also conferring theirs IST number. In case they don't have a way of proving their identity they can not continue doing the exam.

Also, I had to be certain that no student was either copying or cheating which are against the law in IST and can lead to the expel of a student from the course and in some cases from the University.

At the end of the exam, I had to organise all exams by lexicographic order, to ease the grading system.

6 CONCLUSION

~~During the last months~~, was possible to acquire new skills in a area that were totally grey to me. Now I know what is like to be a teacher, independent of the course I gave, and see that I liked what I did for a whole semester.

It gives much gratification to see that a semester work does not go to waste, as I did when evaluating the final projects. Of course, not all projects are equally good, but it's hard to motivate all students to do a great job, and that is certainly something I would work on if I were to continue doing this activity.

Now, at the end, I can look back and be happy for choosing the right activity, that helped a lot of students, and most importantly helped me with new skills.

ACKNOWLEDGMENTS

I would like to thank professor Mário Rui Gomes for allowing me to work as a professor of IPM with his mentoring. It was a big privilege that I was allowed to perform this activity as professor of IST.

In this type of document (technical), the conclusion should start with a summary of the subject addressed and then should highlight the results.