

**School of Computer Science**

**Faculty of Science**

**COMP-2650: Computer Architecture I: Digital Design**

**Winter 2021**

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| Assistant Guide v1.0 | |
| Description | This assistantship guide is intended for the graduate and teaching assistants (GAs/TAs) who employed to assist with teaching-related duties of COMP2650: Computer Architecture I: Digital Design[[1]](#footnote-1) course at the School of Computer Science. It includes guidelines for 10 laboratory tutorials where each laboratory covers design and analysis practices tightly connected to the course lectures. The assistants are highly encouraged to read the course outline and follow the course lectures for a better understanding of the treated subjects. The assistants are also required to go through the laboratory guide v1.0 in which the lab elements have been explained, followed by lab design and analysis practices and weekly laboratory assignments. |
| Terminology | Assistant → Graduate Assistant → Lab Instructor  Assistant → Teaching Assistant → Marker |
| Meeting | MS-Teams → [COMP2650-1-R-2021W](https://teams.microsoft.com/l/team/19%3aebf0b574c5c54c0685ca41215461f53f%40thread.tacv2/conversations?groupId=3e9a3a00-9f2d-484b-adc9-4a54b413a862&tenantId=12f933b3-3d61-4b19-9a4d-689021de8cc9) → GATA |
| Instructor | |  |  | | --- | --- | | Name: Hossein Fani  Email: [hfani@uwindsor.ca](mailto:hfani@uwindsor.ca)[[2]](#footnote-2)  Page: [hfani.myweb.cs.uwindsor.ca](http://hfani.myweb.cs.uwindsor.ca/)  Office: 5111 Lambton Tower |  | |
| Mark Release Date | Next Week Monday 7:00 AM Eastern Time |

**Notes to Lab Instructors and Assistants:**

1. **Equity, Diversity, and Inclusiveness (EDI):** Lab sections, along with all its components, are, without question, safe places for students of all races, genders, sexes, ages, sexual orientations, religions, disabilities, and socioeconomic statuses. Disrespectful attitude, sarcastic comments, offensive language, or language that could be translated as offensive and/or marginalize anyone are absolutely unacceptable. Immediate actions must be taken by the lab instructor and/or lab assistant to protect the safety and comfort of the students. An ethnically rich and diverse multi-cultural world should be celebrated in the labs. The instructor and the assistant, too, must treat every student equally with the respect and compassion that all students deserve.
2. **Workshop:** Graduate and Teaching Assistants are expected to attend the orientation session, which is held by the Faculty of Graduate Studies. For the agenda and more information, visit [Orientation Workshop for New GAs and TAs](https://www.uwindsor.ca/graduate-studies/1397/annual-orientation-workshop-new-gas-and-tas). The Centre for Teaching and Learning will be holding the GATAcademy, as a week-long event. For information, visit [GATA](http://www.uwindsor.ca/ctl/388/gata).
3. **Duties:** An assistant is responsible for teaching-related duties of *COMP2650: Computer Architecture I: Digital Design* course at the School of the Computer Science, which may include, but are not limited to, preparation for classes, preparation of written or audiovisual materials, designing and maintaining course-related material, attending lectures, rating students’ work, consulting with students, teaching duties. More details about the duties based on the assistant’s role have been explained in the Excel sheet attached to this document.
   * Office Hour: There is no office hour dedicated to assistants in meeting with students. However, assistants should be accessible to students on an ad-hoc basis throughout the week via email, discussion board, or teams.
4. **Marking:**
   * A lab instructor, NOT the markers, is responsible for the evaluation of students on both the lab assignments (Labs) and lecture assignments (Lecs) with the help of the markers.
   * Late submission is not accepted and left unmarked with a comment “Late Submission.” Do NOT put 0!
   * The late submissions for students who offered extensions to the deadlines should be marked accordingly.
   * The students should follow the submission procedure for each assignment. Failure to follow the procedure (e.g., incorrect, unreadable, and missing file attachments as instructed) penalizes the submission.
   * The grades MUST release on Monday at 7:00 AM next week after the assignment due dates for both Labs or Lecs. If there is a problem following the schedule, consult with other markers and the instructor also for accommodation and to amend the schedule.
   * Students have the right to review and appeal the exams and assignments marking within 1 week of their release.
   * The marker MUST explain in detail why deduction to the marks happens.
   * The marker MUST check the Labs for running without errors.
5. **Laboratory:**
   * Lab sections are in Blackboard Collaborate Ultra at *COMP2650-1-R-2021W: Computer Architecture I: Digital Design → Labs →* [*Labroom*](https://blackboard.uwindsor.ca/webapps/collab-ultra/tool/collabultra?course_id=_154842_1&mode=cpview).
   * A guide accompanies each week of Labs. Laboratory Guide and separate weekly Lab Manual are uploaded in blackboard [*COMP2650-1-R-2021W: Computer Architecture I: Digital Design* → *Labs*](https://blackboard.uwindsor.ca/webapps/blackboard/content/listContentEditable.jsp?content_id=_1519503_1&course_id=_154842_1&mode=reset).
   * Please let the instructor asap if there is any discrepancy in the content uploaded in blackboard, lab assignments, schedules, etc.
   * Lab sections MUST be held even if no student shows up.
   * Lab sections MUST be recorded.
6. **Policies, Bylaws, and Agreements:** Graduate and Teaching Assistants are unionized and governed by [a Collective Agreement (CUPE 4580)](https://www.uwindsor.ca/humanresources/sites/uwindsor.ca.humanresources/files/cupe_4580_signed_agreement_2_0.pdf). For other policies, bylaws, and procedures, please read the course outline available at blackboard [*COMP2650-1-R-2021W: Computer Architecture I: Digital Design* → *Outline*](https://blackboard.uwindsor.ca/webapps/blackboard/execute/content/blankPage?cmd=view&content_id=_1519649_1&course_id=_154842_1&mode=reset) as well as the [University Bylaws & Policies](https://lawlibrary.uwindsor.ca/Presto/home/home.aspx).
7. **Communication (Instructor-Assistant):** Assistants are required to obtain and maintain a University of Windsor email account, [uwindid]@uwindsor.ca, for timely communications with the course instructor and the students. The course homepage on the Blackboard, [*COMP2650-1-R-2021W: Computer Architecture I: Digital Design*](https://blackboard.uwindsor.ca/webapps/blackboard/execute/modulepage/view?course_id=_154842_1&cmp_tab_id=_304380_1&editMode=true&mode=cpview), is the main notification center for the lab announcements and repository for the lab material and resources. In Microsoft Teams, the channel “GATA”inside the team [*COMP2650-1-R-2021W*](https://teams.microsoft.com/l/team/19%3aebf0b574c5c54c0685ca41215461f53f%40thread.tacv2/conversations?groupId=3e9a3a00-9f2d-484b-adc9-4a54b413a862&tenantId=12f933b3-3d61-4b19-9a4d-689021de8cc9) is provided as an alternative for the communication of assistants with each other and the course instructor.
8. **Student Evaluation of GA:** The student and course instructor evaluation of the graduate assistant (lab instructor) will be conducted during the last weeks of the classes.
9. **Evaluation of TA:** The lab instructor evaluation of the markers will be conducted during the last weeks of the classes.

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)