

Teaching Responsibilities as a Teaching Assistant for CIS 151 and CIS 351 Courses

As a Teaching Assistant (TA) for the CIS 151 (Principles and Practice of Programming) and CIS 351 (Data Structures) courses during both the Fall and Spring semesters, my responsibilities were diverse and included academic and administrative tasks aimed at enhancing the learning experience for computer and electrical engineering undergraduate students.

Below are my key responsibilities:

1. Course Preparation:

- Assisted in preparing course materials, including technical lab slides and homework solutions.
- Reviewed the syllabus to ensure alignment with the course's learning objectives and properly prepared for each lab session.

2. Lecturing and Facilitating Labs:

- Delivered interactive lectures, explaining key programming concepts and their real-world applications.
- Conducted and supervised weekly lab sessions, guiding students through hands-on exercises on topics such as data structures, Python, and Java programming.
- Walked around during lab sessions to assist students with coding challenges, answer questions, and provide real-time feedback.

3. Assessment and Grading:

- Graded homework assignments, quizzes, and exams, ensuring timely and consistent feedback.
- Provided detailed feedback on lab reports and coding assignments, highlighting areas for improvement and reinforcing the material.
- Assisted in proctoring exams and ensured a smooth and fair examination process.

4. Student Support and Guidance:

- Held weekly office hours to assist students with course material, offer tutoring, and provide help with coding assignments.
- Fostered a collaborative learning environment by encouraging teamwork in lab sessions and group projects.

5. Communication:

- Maintained open lines of communication with students by promptly responding to emails and providing updates on important course information.
- Announced key deadlines, changes in course schedules, and other relevant information via email and online platforms such as Blackboard Ultra.

6. Administrative Responsibilities:

- Assisted in maintaining student attendance records, tracking participation, and managing grading spreadsheets.
- Help ensure the smooth logistical operation of the course by preparing lab environments, managing online resources, and supporting course materials.