

COMP 2402 – TA Meeting

Agenda

- Introduce instructors and TAs.
- Discuss the technology/resources being used to facilitate the course.
- Discuss duty expectations for TAs.
 - Office hours
 - Online 1-hour long Workshops (they need to be recorded)
 - Video Walkthroughs for assignment solutions.
 - Discord Monitoring – answering students' questions
 - Autograder – no manual marking, but you need to make several submissions to the server
 - Midterm Proctoring (October 20 or 21)
- Discuss the flow and evaluation process of the course.
- General Stuff
- Question and answer part for TAs.

Introduction

Tell us a bit about yourself:

- Your preferred name.
- Your preferred pronoun.
- Year and Stream.
- Is this the first time TAing?
- Tell us an interesting fact about yourself.

Course Technology & spaces

The Live Lectures will be in-person on campus.
(the lectures will be recorded)

In-person office hours will be in HP4125.

Office Hours start
Friday, September 15th

Online office hours will be over Zoom or on Discord.
Note: You will need to have your web camera turned on for all student contact sessions (office hours & workshops).

- Brightspace (with integrated Gradescope)
- Discord

TA duties and expectations

- Office hours
- Online 1-hour long Workshops (they need to be recorded)
- Video Walkthroughs for assignment solutions.
- Discord Monitoring – answering students' questions
- Autograder – no manual marking
- Midterm Proctoring (October 20 or 21)

**Sign your
contract on
Central**

If you want to swap your duties with another TA, you must do so ASAP.

Video Walkthroughs for assignment solutions.

Section C - Weekly Duties

List duties to be performed on a regular weekly basis. Enter the number of weeks the duty will be performed and the number of hours per week. The total for the duty will be automatically calculated.

Description of Duty	# Weeks	Hours Per Week	Total
<input type="checkbox"/> Conduct Tutorial	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Administration (compiling grades, etc)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Grading (weekly assignments, labs, reports, etc)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Lab Clean Up	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Lab Supervision	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Lab Demonstration	<input type="text" value="1"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
<input type="checkbox"/> Lecture Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Discussion Groups/Seminars	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Preparation Time	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="20"/>
<input checked="" type="checkbox"/> Office Hours	<input type="text" value="11"/>	<input type="text" value="3"/>	<input type="text" value="33"/>
<input type="checkbox"/> Answering student questions on the course forum (aka Forum Monitoring)	<input type="text" value="12"/>	<input type="text" value="1"/>	<input type="text" value="12"/>
<input checked="" type="checkbox"/> Other (specify) <input type="text" value="Answering student questions on the course forum (aka Forum Monitoring)"/>			
Total Hours:			<input type="text" value="70"/>

Section D - Other Duties

List duties to be performed that are other than on a scheduled weekly basis.

In the "Frequency" column enter, for example, "twice/term" or "once/3 weeks" then complete the last two columns using the most accurate possible estimate of the time required.

The duty and hours for "Proctoring" is auto-populated. The record may be modified.

Description of Duty	Frequency	Hours Per Occasion	Total
<input checked="" type="checkbox"/> Mid-Term Meeting with Supervisor	1	1	1
<input type="checkbox"/> Grading (assignments, tutorial/lab problems, tests, etc.)			
<input type="checkbox"/> Conduct lab			
<input type="checkbox"/> Conduct Tutorial			
<input type="checkbox"/> Office Hours			
<input checked="" type="checkbox"/> Proctoring	1	2	2
<input type="checkbox"/> Marking Essays, other assignments			
<input type="checkbox"/> Marking Exams			
<input checked="" type="checkbox"/> Compulsory Orientation/Training	1	1	1
<input type="checkbox"/> Miscellaneous hours - these will be used as necessary during the term in consultation with the TA	1	1	1
<input checked="" type="checkbox"/> Other (specify)			
			Total Hours: 5

Workshop

Section D - Other Duties

List duties to be performed that are other than on a scheduled weekly basis.

In the "Frequency" column enter, for example, "twice/term" or "once/3 weeks" then complete the last two columns using the most accurate possible estimate of the time required.

The duty and hours for "Proctoring" is auto-populated. The record may be modified.

Description of Duty	Frequency	Hours Per Occasion	Total
<input checked="" type="checkbox"/> Mid-Term Meeting with Supervisor	1	1	1
<input type="checkbox"/> Grading (assignments, tutorial/lab problems, tests, etc.)			
<input type="checkbox"/> Conduct lab			
<input checked="" type="checkbox"/> Conduct Tutorial	2	10	20
<input type="checkbox"/> Office Hours			
<input checked="" type="checkbox"/> Proctoring	1	2	2
<input type="checkbox"/> Marking Essays, other assignments			
<input type="checkbox"/> Marking Exams			
<input checked="" type="checkbox"/> Compulsory Orientation/Training	1	1	1
<input type="checkbox"/> Miscellaneous hours - these will be used as necessary during the term in consultation with the TA	1	2	2
<input checked="" type="checkbox"/> Other (specify)			

Total Hours: 26

Workshop

- 1-hour long workshop;
- Repeat it a week or so later
- Online via Zoom (link in Brightspace)
- Record either of the two sessions.
- 2 TAs are assigned per each Workshop

Abby
Ansh
John
Khang
Michael
Nathaniel
Robert
Salman
Tom
Ujan

Workshop

- Explain assignment specifications & the requirements; think of an example.
- Open the base code and explain the purpose of provided methods.
- Show how to start on their assignment: where to add their code (which methods they should implement); how to compile, run, and submit.
- Give an example: Show that some things run (but are inefficient).
- **Don't give away solution.**
- Show how to test locally and how (and where) to update the provided tester code to test some specific class/method.
- Warn about common mistakes. Remind them to check for edge cases.
- Consider preparing some documents or slides.
- Answer student questions.

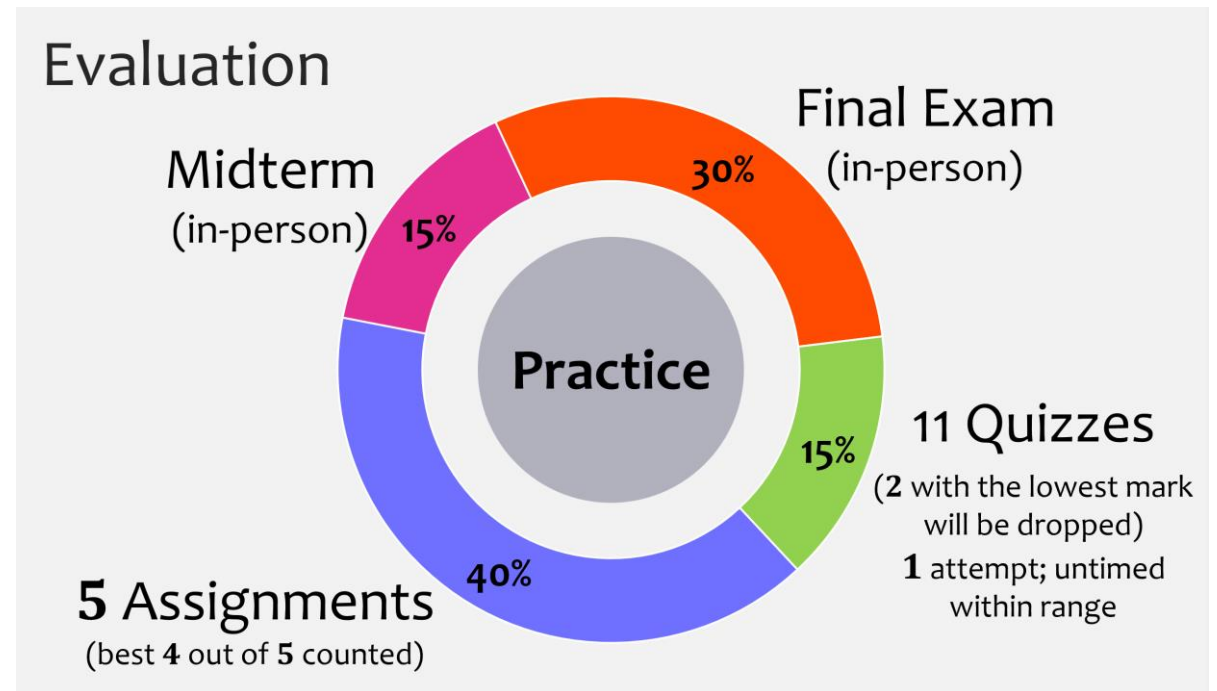
Video Walkthroughs for assignment solutions

- Record a short (~20-minute) video explaining assignment solution
- In the video show your solution and maybe an alternative solution.
- Explaining the most common mistakes
- Give some statistics.

Gabe
Laura
Lauris
James
Sam

Office Hours

- **Prepare** for questions with regard to course content, assignments, and quizzes. You have been assigned preparation hours in your contract.
- Be familiar with the **course outline**



Office Hours

- Review assignment specifications and lecture notes before your office hours.
- Avoid debugging students' code
- OHs can get crowded – use 5 min rule
- **Don't give away solution.**
- It is OK to say: “I don't know” and get back to the student at a later point (for example, posting Q/A in Discord).
- If you cannot make an office hour switch shifts with another TA.
- Shortly after your office hours please post your feedback in the **#ta-office-hour-feedback** channel on Discord. Specify # of students, common questions or misunderstandings, etc.

Office Hours

- (online) Announce the office hours voice channel location on Discord in the **#current-events** channel before the event begins.
- (online) Drag the student into a TA-voice channel, if the student needs to show their solutions.
Unless you are in VC-1

Office Hours - Example

- Access Brightspace; show where to find Assignment specifications.
- Download the provided file. Discuss expectations.
- Solve some problems similar to the assignment. Be careful not to reveal the solution to the assignment problems.
- Address common mistakes and pitfalls. TAs, please post common errors or misunderstandings you find in the TA channels on Discord.
- Discuss every part of the assignment. Explain what is expected; give some examples (using, for example, a whiteboard).
- and so on... do whatever you feel is the best way to help students succeed, but **don't give away the solution.**

Discord

- Check Discord daily even if you are not assigned Discord Monitoring
- Acknowledge reading a post addressed to @TA or to you directly by replying or adding an emoji 👍
- Address any questions or concerns you may have in the TA channels. (for example, you are unsure how to solve smth)

Forum Monitoring

If you are assigned Discord Monitoring duties:

- Answer questions that students have posted in Discord.
- I propose to divide the duties as follows:
TA X is responsible for Mondays until ~3pm.
TA Y is responsible for Mondays 3-9pm.
- Spend about 10-20 minutes twice a day reviewing and answering questions.
- No question should sit unanswered for more than 6 hours.

Abby
Aekus
Alvina
Gabe
Jansen
John
Laura
Salman
Sam
Shawn
Tom

- You will be required to do our assignments.
- Our assignments are marked by an auto-grader.
- The auto-grader is supposed to flag slow/inefficient/bad solutions.
- We will ask you to test our auto-grader by submitting perfect and not-so-perfect solutions and report what you find out.
- The goal is to catch as many bad solutions as possible that the auto-grader accepts as correct.
- Testing includes writing solutions to the given assignment and providing some input ideas that somehow tease out the incorrect data structure (or implementation) choices.

Assignments

Etiquette

- Please remember to treat everyone with respect.
- It is unacceptable to use offensive language or disparage a person or group, no matter the intent.
- We have students with special needs.
- Never post any course materials outside our Brightspace and Discord.
- Have friends in this class? Don't use your position to benefit your friends. It will always hurt you back.
- Revealing solution to a student before its due date is a form of plagiarism and will be reported to the Dean.
- Never show gradebook or hidden Brightspace materials.
- Never show hidden Discord channels like #ta-channel, #plagiarism, etc.

Midterm Proctoring

- Midterm Proctoring (most likely October 20 or 21)
- The midterm will be held in-person for sections A and B of the course.
- It will take place on campus, outside of regular class hours.
- The University will schedule the midterm, which could occur on a Friday evening, Saturday, or Sunday.

General Stuff

- TA orientation — if you never did it, please complete it.
- If students DM or email you questions directly, please tell them to ask their questions in the public channels on Discord.
- Try not to answer questions on the weekend. You are all students and need your own time.
- Please give enough notice time if you are going to miss your TA duties. Remember, 22 TAs is a lot of organizing (reorganizing).
- We will communicate through Discord channels (like #ta-channel). For this to work please visit our Discord daily (even if you are not assigned Forum Monitoring duties). If my message is addressed to all of you, please acknowledge that you've read it by adding something like
- Do not solve students' homework. Guide them to arrive at their solution.

Plagiarism

- If you spot two identical solutions or solutions that are copied from online sources, please report them to me.

Support for TAs

- TA Central Hub: training & resources:
<https://carleton.ca/tls/teaching-assistants/>
- Brightspace Support Site for Teaching Assistants:
[Support for TAs - Carleton University](#)

Support for TAs

- Contact: TASupport@cunet.carleton.ca
- Website: <https://carleton.ca/tls/teaching-assistants/>
- Twitter (X): @CarletonUTAs
- TA Central Hub on Brightspace: A course page for TAs with resources, training videos, updates and more. To be enrolled, TAs can email TASupport@cunet.carleton.ca
- Live workshops: The TA Support Team at Teaching and Learning Services (TLS) hosts a variety of workshops for TAs throughout the academic year. To register and see other training sessions available: Log into Carleton Central>>TA Management Tab>>TA Training>>TA Training Registration
- TLS offers one-on-one TA consultations. The form can be found here: <https://carleton.ca/tls/teaching-assistants/ta-consultation-request-form/>
- Certificate in Teaching Assistant Skills: Open to all TAs. More information: <https://carleton.ca/tls/teaching-assistants/certificate-in-teaching-assistant-skills/>
- Preparing to Teach Certificate: Open to PhD candidates. More information: <https://carleton.ca/tls/teaching-assistants/training/preparing-to-teaching-certificate/>
- TAs can download the TA Toolkit in PDF directly from the website's homepage: <https://carleton.ca/tls/teaching-assistants/>
- Additional TA resources: <https://gradstudents.carleton.ca/teaching-assistants/>

The background features a complex, abstract design with a dark, almost black, base. Overlaid on this are numerous thin, intersecting lines in shades of purple and blue, creating a web-like or fiber-optic effect. Scattered throughout are clusters of small, bright, glowing spheres, some of which are larger and more prominent, resembling distant stars or nebulae. The overall aesthetic is futuristic and ethereal.

Questions?