TA Roles and Responsibilities
College of Engineering

Casey Patterson
Chief Hearing Officer for COE
Functions

- Support
  - Faculty/Instructor of Record
    - Grading
    - Proctoring
    - Monitoring labs, recitations
    - Office Hours

- Student
  - Office Hours
  - Lab instruction

These are just some of the roles you may serve in. Remember, TA’s are a support service for faculty and students.
Functions

• Grading
  – If you notice/suspect misconduct, speak with your faculty member
    • More information about academic misconduct later in this presentation
Functions

• Proctoring
  – Never take away a student’s exam – they must be allowed to complete it.
  – If you suspect cheating or other misconduct, submit a report.
  – Things like singling out certain students or student groups is inappropriate.
  – Physical interaction or touching a student is never appropriate.
Functions

• Labs/recitations
  – Remember, these are designed to help students understand content better – not for you to give them answers.

• Office hours
  – Designed for content questions, not as a study space for students to complete an entire homework assignment under your watch – this is when it gets troublesome.
Functions

• Most importantly, communicate with your faculty member.
  – Ultimately, they are your supervisor, so it is important to work collaboratively with them.
  – Let your faculty, or the instructor of record, handle any misconduct issues.
Academic Misconduct

• Structured process – once reported, Chief Hearing Officer (CHO) handles
  – Process is designed so that instructors do not have to adjudicate cases – that is my job.
  – However, if you feel as though a meeting with the student could resolve the issue, you are free to do so (with your faculty’s approval). I’m happy to attend if you want someone else in the room (bearing in mind we won’t want to appear to be against the student as a group).
Academic Misconduct

• Typical Scenarios
  – Office Hours
    • During office hours you share a particular section of code with a student and they subsequently use that.
  – Multiple students in office hours
    • Working with a student during office hours, another student waiting sees what you’ve written on the white board and uses that in their assignment.
Academic Misconduct

• Typical Scenarios (cont.)
  – Test administration
    • During an exam, you notice a student looking at another student’s exam. When grading, you notice very similar incorrect answers.
Academic Misconduct

• Best Practices:
  – Talk with your faculty member before submitting a report.
  – Do NOT go against faculty member’s wishes (unless there is a reportable offense).
  – Call or email COE’s CHO if you’re unsure about code of conduct.
    • COE CHO Contact: Casey Patterson
    • casey.patterson@oregonstate.edu