



TA Roles and Responsibilities

College of Engineering

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Chief Hearing Officer for COE



Functions

- Support

- Faculty/Instructor of Record (IoR)

- Grading
- Proctoring
- Monitoring labs, recitations
- Office Hours

- Student

- Office Hours
- Lab instruction

These are just some of the roles you may serve in.
Remember, TAs support students and faculty.



Functions

- Grading
 - If you notice/suspect misconduct, speak with your Instructor of record/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 the explicit 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 Instructor of Record/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
 - The process is designed so that instructors do not have to adjudicate cases – that is the job of the CHO.
 - However, if you feel as though a meeting with the student could resolve the issue, you are free to do so (**with your IoR/faculty's approval**). The CHO will attend if you want someone else in the room (bearing in mind we wouldn't want to appear to be against the student as a group).



Academic Misconduct

- Typical Scenarios
 - Office Hours
 - During office hours you give students a particular section of code and they subsequently use that.
 - Multiple students in office hours
 - Working with a student in 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 IoR/faculty member before submitting a report.
 - Do NOT go against IoR/faculty member's wishes (unless of course there is a reportable offense).
 - Call or email COE's CHO if you're unsure about code of conduct.
- COE CHO Contact: Casey Patterson
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