TA Roles and Responsibilities
College of Engineering

Casey Patterson
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
  casey.patterson@oregonstate.edu