

1. Course number and name

CptS/EE 499: Special Problems

2. Credits and contact hours

Variable 1-4

3. Instructor's or course coordinator's name

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4. Textbook, title, author, and year

Varies.

5. Specific course information

a. *Catalog description:* May be repeated for credit. Independent study conducted under the jurisdiction of an approving faculty member; may include independent research studies in technical or specialized problems; selection and analysis of specified readings; development of a creative project; or field experiences. S, F grading.

b. *Prerequisites or corequisites:* None

6. Specific goals for the course

This document describes the expectations and student outcomes associated with EE/CptS 499 for students serving as an undergraduate teaching assistant (TA). The first time a student serves as an undergraduate TA, he or she will be eligible to receive 3 credits for EE or CptS 499.

TAs are expected to perform 10 hours of work per week in support of their assigned course. The details of this work are at the discretion of the faculty member in charge of the course. The course may be lecture-only, have a laboratory component, or be laboratory-only. A TA's responsibilities may include grading written assignments (whether done with hardcopy, done electronically, or submitted as computer code), assessing students' projects or their understanding of material through face-to-face interactions, leading problem-solving/tutorial sessions, or being individually responsible for the delivery of a laboratory section. A portion of the 10 hours per week may be dedicated to preparation for these activities or helping with course-wide administrative tasks.

Before being selected as an undergraduate TA, students must have demonstrated a prior level of mastery of the course material to instill confidence that they themselves can convey this material to learners. They must also demonstrate an overall academic achievement that indicates their academic performance is unlikely to be negatively impacted by serving as a TA (TAs are expected to maintain an overall GPA of at least 3.0). Furthermore, prospective TAs must be able to articulate their motivation to

serve in this role in such a way as to demonstrate they are a suitable match for the position. Prospective TAs must complete FERPA and Sexual Harassment Prevention Training. First-time TAs must also attend mandatory training during the first week of the semester that consists of workshops and tutorials related to the specific content of the teaching responsibilities as well as general training on the professional aspects of teaching.

Serving as an undergraduate TA is expected to challenge the student in various ways and provide myriad opportunities for growth and learning. TAs are likely to develop a much deeper understanding of the course material as they face questions and misconceptions that they themselves never imagined. TAs are likely to hone their communications skills, whether it is communicating through written feedback on an assignment or oral feedback in face-to-face communication. In laboratory and problem-solving/tutorial sessions, TAs will not only be honing their communication skills, but they will also be developing team-working and leadership skills as they will, in fact, be leading a team of learners in their own quest for mastery of the course material.

Specific student outcomes for the TA will be somewhat contingent upon the course for which they are serving (e.g., is it a design course or a theory course?), how that course is structured, and the role the TA has. However, all TAs will be expected to act professionally, ethically, responsibly, and thoughtfully. The TA will be provided with guidance and feedback over the course of the semester to help ensure the experience is rewarding both for the TA and for the students he or she is serving. The awarding of credits is contingent upon the student satisfactorily meeting the expectations discussed above as judged by the faculty member in charge of the course.

7. Brief list of topics to be covered

Varies