Teaching Assistant (TA) Check List

Contact Information:

EE Office: Joyce Gum and Student Support Assistants (Instructional Student Support - Employment forms, Room access, etc)	Holmes Hall 483	eeoffice@hawaii.edu	956-7586
Myron Sugiki (EE Technician)	Holmes Hall 457	msugiki@hawaii.edu	956-8359
June Akers (Holmes Computers)	Holmes Hall 452	jakers@hawaii.edu	956-9738
Warren Yamauchi and Thong Lien (POST Computers and wiliki accounts)	Holmes Hall 250	warren@hawaii.edu tlien@hawaii.edu	956-2298 956-6910
Kory Kurokawa (Research Support)	Post 28	kkurokaw@hawaii.edu	956-4286

Before the Semester

☐ Read TA information on the EE web site (ee.hawaii.edu): go to "Graduate" --> "Teaching Assistants"
(http://ee.hawaii.edu/student/index.php?stc=2&stp=92).

☐ Attend orientation sessions: (*i*) Center for Teaching Excellence and (*ii*) Department orientation by the Graduate Chair. Check with EE Office about the department orientation.

☐ Contact supervising professor: Check with EE Office or Graduate Chair about your supervising professor. From the professor, get the job description and laboratory assignments.

☐ Check laboratory: Get the key (or combination) from the EE Office Holmes Hall 483. Become familiar with the equipment, supplies, and laboratory assignments. If any parts are missing or equipment is malfunctioning, contact Myron Sugiki and your supervising professor. For computer problems, contact June Akers

☐ Introduce to all the department staff: Myron Sugiki, Kory Kurokawa, June Akers, Joyce Gum

☐ Prepare for your first laboratory assignment

Beginning of the Semester

☐ Safety requirements: Organize the laboratory in a manner that the students will be responsible and assist you in case of an emergency. Be familiar with the safety procedures. Unless instructed otherwise, if there is a safety problem, you should contact the supervising professor, Myron, or the EE Office.

☐ During the first laboratory session, Students must sign the "Assumption of Risk and Release" form.

☐ Send your office hours to the EE Office. This will be posted on the EE web site. *Your office hours must be in the laboratory* (there may be exceptions if approved by the supervising professor).

Teaching Assistant (TA) Check List

During the Semester

- ☐ Meet regularly with your supervising professor (weekly meetings recommended).
- ☐ Hold office hours in the laboratory room.
- ☐ Do the assignments before the laboratory sessions.
- ☐ Be sure equipment and components are working before laboratory sessions. Report any problems with equipment and components to your supervising professor and Myron. For computer problems, contact June. Be sure printer is working and there is extra paper. If not then contact June.
- ☐ At the end of a session, put equipment and components in order. Report anything missing or broken to your supervising professor and Myron. For computer problems, contact June.
- ☐ Sit in on lecture classes if required.
- ☐ Grade assignments promptly
- ☐ Never leave the laboratory unattended, and be sure the lab is locked during off hours.

Before-the-End of the Semester, and After the Semester

In the last two weeks of the semester, encourage your students to complete the online evaluations at https://www.hawaii.edu/ces. Time permitting, set aside class time at the beginning of a lab for them to complete the surveys on the lab computers.
You can request a copy of your evaluation results from the course instructor about 2 weeks after the semester ends.