

## INFORMATION FOR NEW INSTRUCTORS AND TA'S

Congratulations! You have been selected to teach (or TA) a course in the Department of Cognitive Science. To assist you with your new duties, please note the following:

1. **TA/Assoc/Reader/Tutor Guidelines**. The attached guidelines illustrate some of the job duties and eligibility criteria for students employed on academic titles. Note that instructors can approve the student(s) of their choice for a TA position; however, each student must meet the eligibility requirements in order to be hired. All first time TA's must attend an orientation with The Center for Teaching Development, <http://www.ctd.ucsd.edu/>. Non-native speakers of English must also pass an English language oral exam by the Center for Teaching Development. The graduate coordinator will check on eligibility criteria and submit a TA notification letter to the student once s/he is approved to TA.
2. **TA Workload**. TA's, Associates, Reader, and Tutor positions are covered by a collective bargaining agreement between the University and the UAW. The Agreement can be retrieved electronically at [http://atyourservice.ucop.edu/employees/policies/systemwide\\_contracts/uaw/index.html](http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/index.html).
3. **Class Lists**. Class lists are given to instructors the first week of classes, third week, and finals week. TA's should see instructors for copies. If instructor or TA needs to email the entire class, they can request an email to be electronically sent to them. Requests should be submitted to Thanh Maxwell at [tmaxwell@cogsci.ucsd.edu](mailto:tmaxwell@cogsci.ucsd.edu)
4. **A/V Equipment**.
  - A) Overhead projectors can be found in all registrar-controlled classrooms and lecture halls. **Therefore, you will not need to place orders for overhead equipment, unless your class is not in a registrar-controlled room.**
  - B) **It is the TA's responsibility to ask instructors for their equipment needs.** You may then place your order with the department assistant, Thanh Maxwell at [tmaxwell@cogsci.ucsd.edu](mailto:tmaxwell@cogsci.ucsd.edu). Orders must be placed at least 48 hours in advance to guarantee delivery by Media Services and to avoid a \$20 late fee. **If an order is placed less than 48 hours prior to the requested time, the TA or instructor must pick up and return the equipment to the Equipment Checkout Facility (Media Center and Communications Building, room 228).** See Media Services guidelines for further details on equipment ordering at <http://mediacenter.ucsd.edu>
  - C) **XGA Projector and remote**. XGA projectors can now be found in all registrar-controlled classrooms. Therefore, the department's XGA projector is only needed for CSB 272. Note that Cogs 003 has an XGA projector installed in the room, so only a remote needs to be checked out to use it. To use the department projector in CSB 272, instructors and graduate students may submit their requests to the department assistant. In her absence, please see the undergraduate advisor. Note that undergrads and non-Cognitive Science employees will not be allowed to pick up the projector. If you need to use the projector after normal business

hours, you must make special arrangements ahead of time. (**Note that you must bring your own laptop to use.**)

5. **Copying and Office Supplies.** TA's may use department office supplies for their classes. The duplicator should be used for making coursework copies. In addition, COGCLAS can be used on the xerox machine to make transparencies and limited copies.
  - a) ***Class/section time changes:*** You may submit requests for class/section time changes to the department assistant, however, note that we cannot guarantee a room will be available at the new time. Please notify the Undergraduate advisor if you need to add or delete a class section.
  - b) ***Review Sessions:*** Requests to schedule review sessions go to the department assistant. Note: **48 hours notice is required.**
  - c) ***Room Scheduling:*** Please contact the department assistant (x46775) for any room requests involving CSB 003, 272, 101, 114, or 115.
6. **Textbook Ordering.** Please place your textbook orders with the Undergraduate advisor in the quarter prior to your teaching. Readings for grad students may be placed on the kitchen bookshelves for students to copy (at their own expense). You may also submit requests for placing books on reserve at the library.
7. **Computer Labs.** Cognitive Science majors and students enrolled in Cognitive Science computer classes can have access to the Cognitive Science computer lab (CSB 114). Students must go to a computer (in the library, AP&M building, etc.) and access our web site at [http://www.cogsci.ucsd.edu/index.php?cat=undergrads&page=resources-lab\\_codes](http://www.cogsci.ucsd.edu/index.php?cat=undergrads&page=resources-lab_codes) to receive an omni-lock code.
8. **Privacy Waivers/ Academic Dishonesty.** Students who wish to pick up assignments and tests from the Cog Sci kitchen will need to sign privacy waiver forms which can be obtained in advance from [http://www.cogsci.ucsd.edu/undergrads/files/privacy\\_disclaimer.pdf](http://www.cogsci.ucsd.edu/undergrads/files/privacy_disclaimer.pdf). Academic Dishonesty information can be found at [http://www.cogsci.ucsd.edu/undergrads/files/academic\\_dishonesty.pdf](http://www.cogsci.ucsd.edu/undergrads/files/academic_dishonesty.pdf). To assist us in our efforts to prevent Academic Dishonesty, please do not leave tests on the xerox machine or duplicator. Defective copies may be placed in the shredder, housed in the xerox room.
9. **Scantron Grading Options.** The Math Testing and Placement Office offers scanning/scoring (scantron) services. Review the requirements and procedures at <http://mathtesting.ucsd.edu/scoreReports.shtml>. You may use COGCLAS to recharge the services to Cognitive Science.