Outline

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Contacts

Ms. Stephanie LaClair (Graduate & Research Support Specialist)
- slaclair@uncc.edu, EPIC-2171
- Supports the Graduate Director with advising, hiring and admitting graduate students
- Maintain graduate student files
- Process graduate student forms for academic progress
- **Assists with teaching and research assistantships**

Mr. Eddie Hill (ECE Technician)
- ehill27@uncc.edu, EPIC-2154
- Electronic equipment maintenance and repair
- Part procurement and inventory
- Assists students in the use of equipment
- **Provide TAs door access to the Labs**
- **TAs report problems with workstations and equipment to him**

Dr. Benny Rodriguez (ECE Lab Manager)
- brodri17@uncc.edu, EPIC-2226
- Undergraduate Laboratory Coordinator
- Responsible for overall lab procedures and quality
- **Lab TAs supervision and mentorship**
- Assigns final grades
- **Resolve any problems with students**
# Semester Schedule (Generic)

<table>
<thead>
<tr>
<th>Week</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 0</td>
<td>ECE Labs TA Assignments</td>
</tr>
<tr>
<td>Week 1</td>
<td>ECE TA Labs Orientation/Meeting</td>
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<tr>
<td></td>
<td>TA builds Syllabus and Grading Rubric</td>
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<tr>
<td></td>
<td>TA emails class via Moodle (optional)</td>
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<tr>
<td>Week 2</td>
<td>Lab Begins</td>
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<tr>
<td></td>
<td>Hand out syllabus and rubrics</td>
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<tr>
<td></td>
<td>Discuss Lab Safety and policies</td>
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<tr>
<td>Weeks 3-15</td>
<td>TA Conducts Labs</td>
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<tr>
<td></td>
<td>TA Enters scores in Moodle</td>
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<tr>
<td>Last week of classes</td>
<td>Practical Exam</td>
</tr>
<tr>
<td>Final exam week</td>
<td>Respond to any questions about grades</td>
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<tr>
<td></td>
<td>By <strong>Friday (11:59pm)</strong>, Submit final grades to lab manager</td>
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Lab TA Responsibilities

The TA will **conduct** laboratory sessions according to the Laboratory Manuals.

- Be completely familiar with each lab prior to class.
- Work with the lab staff to acquire any equipment needed.
- Supervise the students as they perform the lab experiments.
- Make sure safety rules are followed.
- Answer any questions posed by the students.
- Report any damaged equipment or errors in the lab manual.
- Make sure students organize their workstations and place parts/equipment back.
Lab TA Responsibilities

The TA will **manage** their assigned section.

- Provide students with TA office hours and email address.
- Provide the students with Lab notebooks and reports rubric (template will be made available on the [ECE Labs website](#)).
- General syllabus, safety rules, and report templates are available on the [ECE Labs website](#).
- Ask students to submit their Turnitin consent forms and Safety Rules Acknowledgement form.
- Please go over this information during the first class.
Lab TA Responsibilities

The TA is expected to **score** the pre-labs, notebooks, and reports in a fair and timely manner.

- The reports should be returned to the students at least one week prior to the next report submission date.
- The TA will keep the scores up to date in Moodle.
- The TA will determine the final score and recommend a final grade to the Lab manager.
Lab TA Responsibilities

The TA is expected to **ensure safety** to all participants.

- If you can’t do it safely or are not sure, STOP. Never be a penalty for stopping due to safety concerns.
- Safety of the equipment is a secondary goal.
## ECE Labs Locations

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Room Number</th>
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</thead>
<tbody>
<tr>
<td>ECGR 2155</td>
<td>Instrumentation and Networks</td>
<td>EPIC-2142</td>
</tr>
<tr>
<td>ECGR 2156</td>
<td>Logics and Networks</td>
<td>EPIC-2142</td>
</tr>
<tr>
<td>ECGR 2255</td>
<td>Digital Design</td>
<td>EPIC-2140</td>
</tr>
<tr>
<td>ECGR 3155</td>
<td>Systems and Electronics</td>
<td>EPIC-2140</td>
</tr>
<tr>
<td>ECGR 3156</td>
<td>Electromagnetics and Electronic Devices</td>
<td>EPIC-2140</td>
</tr>
</tbody>
</table>
Students Lab Kits

• Students must provide hand tools, test leads, breadboards, and other items that are used to set-up and perform experiments.

• One set of tools is required for each lab working group - usually two students.

• The same tools are required for all lab courses, so a one-time purchase covers most student-supplied materials needed for ECGR 2155, 2156, 3155, 3156 and 2255.

• Students can purchase Lab kits online from Electronix Express. More info on the ECE Lab website.
Lab Equipment Maintenance

• Report all problems with equipment or the lab to the ECE Technician
• When reporting on particular equipment, please specify the bench number, room number and inventory number to identify it
• Small items, (e.g. resistor decade boxes and cables) should be labeled and left on the designated area.
• Cable ends that come loose should not be thrown away, as many can be reattached to the cable.
Lab Equipment Maintenance

- “But it was broken when I got there”
- It is your responsibility to keep the lab clean and report problems regardless of the source of the problem
Interacting with Students

• Students have the right to have their work assessed impartially.

• Students have the right to privacy (FERPA).
  – Only the student can have access to their grades, attendance, performance, etc.
  – Privacy laws restrict parents' access to confidential student information. Parents may not ask you about the student.
  – Don’t talk about a student with another TA.
  – Only post grades in Moodle
  – Contact the Lab Manager/Coordinator for any issues that you feel may involve the student’s right to privacy
Administrative Issues

• Laboratory Room Access
  – Contact Mr. Eddie Hill to get card access to your lab.

• Desks
  – TAs can hold their office hours in EPIC 2342.
  – Room will be unlocked M-F between 8:00 AM and 5:00 PM.
  – Card access will be given to TAs.

• Making copies
  – Contact the Lab Manager/Coordinator
  – Appropriate use includes copying syllabus, practical exams, quizzes
  – Allow an appropriate amount of time for your request.
Grades Reporting

• Scores MUST be reported to students and lab manager/coordinator in a timely manner
  – Use Moodle to record the grades.
  – All final scores are due to the lab manager/coordinator no later than two days prior to the term’s deadline for grade submission.

• You are free to adopt your own policies concerning discussions with students about final grades
  – You must answer student’s questions.
  – You may require students to meet with you in person.
  – You may request that students first email their concern.
  – Contact the lab manager for any issue that you cannot resolve.
Lab Safety

Please visit the Safety, Rules & Regulations section of the ECE Labs Website.
Questions?