Teaching Assistant (TA) Check List

Contact Information:

Area code 808

Staff Person Name and Role	Office Location	Email Address	Phone no.
EE Office: Ling Ma and Student Support Assistants (Instructional Student Support - Employment forms, Room access, etc)	Holmes Hall 483	eeoffice@hawaii.edu	808-956-7586
Max Lin (ECE Technician)	Holmes Hall 457	maxlin@hawaii.edu	808-956-8359
June Akers (Holmes computers) (ECE IT Support)	Holmes Hall 452	jakers@hawaii.edu	808-956-9738
Warren Yamauchi (wiliki accts) Thong Lien (POST computers) (COE IT Support)	Holmes Hall 250	warren@hawaii.edu tlien@hawaii.edu	808-956-2298 808-956-6910
Kory Kurokawa (Research Support)	Post 28	kkurokaw@hawaii.edu	808-956-4286

Emergency Contact Information:

Organization		Email Address	Phone no.
Honolulu Emergency Dispatch for Medical, Police, Fire		SMS text: 911	911
Campus Public Safety Assist HPD, HFD, EMS during emergency		uhcs@hawaii.edu	808-956-6911

Before the Semester

- ☐ Read TA information on the EE web site (ee.hawaii.edu): go to "Graduate" > Current Students > "TA Responsibilities"
- ☐ 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 Max Lin and your supervising professor. For computer problems, contact June Akers for Holmes computer labs or the COE staff for POST computer labs.
- ☐ Introduce to all the department staff: Max Lin, Kory Kurokawa, June Akers, Ling Ma, Graduate Chair Dr. Gurdal Arslan, Department Chair Dr. Wayne Shiroma
- ☐ Prepare for your first laboratory assignment

Teaching Assistant (TA) Check List

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, Max, 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).

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 Max. 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 Max. For computer problems in Holmes, contact June; for computers in POST, contact Thong.
- ☐ 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 week of your lab, encourage your students to complete the online evaluations at https://www.hawaii.edu/ces during the last week of the semester. 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.