CS110 Peer T.A. Roles & Responsibilities

Mission statement
FYLI Peer T.A. facilitates student learning in the lecture, maintains the same class philosophy of the instructor responsible for the lecture, helps instructor comply with FYLI goals and techniques, and helps maintain a professional learning environment.

Before the semester starts
- Submit any payroll forms, if necessary
- Go over this document with the professor
- Meet with your instructor for further specifics prior to the first class
- Review the course syllabus
- Discuss with your instructor time commitment expectations, assuming 3 hours per week in class, i.e. time in class, class prep time, time grading and/or grade data entry. We will decide together how much grading responsibility this role will include.

Roles & Responsibilities in the lecture
- Be present at all lecture sessions, and arrange for a substitute if ill or other important commitment. Remain in the classroom until the last student leaves or when the lecture time ends, whichever comes first.
- Answer questions in an instructive way, not giving the answer, while pointing the student in the correct direction.
- Support in-class exercises by walking around, seeing if there are any questions, helping students, and monitoring the clock time spent.
- “Test drive” exercises as appropriate
- Encourage out-of-classroom time to practice concepts.
- Pair programming will be introduced in some projects. Review reference on the subject, e.g. [http://en.wikipedia.org/wiki/Pair_programming](http://en.wikipedia.org/wiki/Pair_programming)
- Dress appropriately
- Review in-class exercise prior to class, as appropriate. Bring hardcopy answer key.
- Check the classroom prior to leaving the room so it is in a presentable form for the next class
- Report any unusual classroom behavior or non-participation to your instructor
- Depending on the initiative and comfort level of the Peer T.A., I would be willing to have that person review some course material or do a demo in front of the class

Grading in-class exercises
- Responsibility for recording grades (class exercise participation grade and/or true score) into BbLearn
- Include constructive feedback or sources for answers for wrong answers.
- Be consistent with the students and any grading.