

Professional expectations

- **Prepare** (review content, solve homework problems) by default, without waiting for instructor's request. If you encounter knowledge gaps, don't hesitate to ask your instructor/team for help.
- **Initiate communication** with your course instructor. Notify them in case of new developments or when you complete assigned work.
- **Own your work.** Propose solutions to problems (instead of asking for solutions), bring up new ideas, arrange for your absences, minimize rescheduling office hours.
- **Instructor has your back.** Involve instructor in case of conflict/bullying. They will help you in addressing any unreasonable claims from students or in resolving valid student concerns.
- TAs and PMs are seen as **role models.** Model punctuality, friendly communication, and other effective behaviors for your students.
- **Give a notice.** Communicate openly (rather than disappearing without notice) if the circumstances require you to withdraw from the position.
- **Take care of yourself** and keep balance between educating yourself and helping to educate others.
- **Reflect** on your growth in this role, seek opportunities to grow and develop.

NU CS TA & PM position guide

Welcome on board! These are brief guidelines, please contact your course instructor for clarifications or help.

Ethical considerations

- **Safeguard students' personal info**, including grades (FERPA is a federal law that protects privacy of student records).
- **Students' work belongs to them.** Respect students' intellectual property rights.
- **Avoid sharing without permission.** Do not publicly share materials that might be copyrighted, pre-release copies of tests and other instructor-facing materials, solutions (unless explicitly allowed by the professor).
- **Avoid conflict of interest** such as close personal relationships (friendship, romantic involvement) with students you grade, tutoring your course for pay, accepting gifts. Notify your instructor of COI.
- Watch for and promptly **report academic integrity violations.**
- You have the right and the responsibility to **enforce course rules.**
- **Be attentive to signs of student distress.** Notify your instructor in cases of suicidal references, aggressive, inappropriate, unusual behavior.
- Maintain a culture of **kindness and empathy.**

Teaching tips

- **Do things that scale.** If one student has a question, message the entire class instead of responding to that student individually; if you explain one concept over and over, write up a solution/find example on the web and email it to class, etc. Not every question needs an answer, if student seems to be missing on preparation, it's ok to refer them to a course resource.
- **Automate routine work.** Use automatic tools (such as gradescope.com), write grading scripts.
- **Share** knowledge with your team.

Grading tips

- **Start by grading "in pencil"** before starting "real" grading to get a sense of grading criteria and rubric. When stuck, move on to other submissions and revisit the skipped ones at the end, consult instructor when in doubt.
- **Consistency is important.** Try to grade one problem in one sitting. Be prepared to defend your decisions, avoid deducting points without explanation, students should know why points were deducted but if work has many issues, it's ok to give written feedback for top-3 only.
- **Be on time with grades.** The more feedback is delayed, the less useful it is.
- **Critique work, not the person.** Avoid "you"-statements. Keep in mind that the goal of grading is to aid in learning, not to penalize students.
- Remember to also give **positive feedback.** Acknowledge extra effort, elegant/clean/original solutions, and just good work.

Office hours tips

- **Do not share solutions!**
- Use tips from the CS Teaching Tips flyer.