Brown University
Department of Computer Science

UTA Missive

Meta-TAs and The Director of Undergraduate Studies 2017-2018

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0 About this document

This document is intended to outline the various responsibilities of undergraduate teaching assistants (UTAs) within the Department of Computer Science. It is far from exhaustive, as every course has its own approach to teaching. However, it should serve as a description of the role of the UTA within the department, as well as a guide to our departmental policies and procedures. For an explanation of the specific TA duties for a given course, please contact that course’s head teaching assistant(s) (HTA) or professor.

0.1 Contributors

This document is a living document and is reviewed and enhanced by the Meta-TAs each year. It has been updated for the current year by Alyssa Baum and Katya Schwiegershausen (Meta-TAs for 2017-2018).

1 Introduction to the UTA program

Our department’s commitment to an enriched undergraduate experience is reflected in its unique undergraduate teaching assistant program. Every semester, over 200 undergraduate students assist faculty members in the administration of courses, both large and small. With a UTA-to-student ratio of approximately 1:10, we are able to offer more personalized instruction and meaningful feedback to our students.

1.1 Structure

Every computer science course with undergraduate TAs is assigned at least one head teaching assistant. Particularly large courses, especially those under level 1000, often have three or four HTAs. HTAs are responsible for handling most of the administrative and logistical details of running a course, delegating tasks to a staff of UTAs, and overseeing their work. The chain of command for a CS course is typically: professor → HTA → UTA. However, this may differ in smaller courses or according to the professor’s preferences.

The UTA program is coordinated by two Meta-TAs, who handle administrative and technical details, including the hiring and training of TAs. The Meta-TAs report to the Director of Undergraduate Studies, Thomas Doeppner.

1.2 Relevance

The UTA program is one of the most important aspects of an education in computer science at Brown University. Our dedicated staff of TAs allows us to assign more interesting coursework, offer more detailed feedback, and hold more office hours. The TAs themselves benefit from working closely with a professor, developing the types of skills sought after by
employers and graduate schools, and having the great satisfaction of helping their peers learn the material. Ultimately, the UTA program is indispensable to our department’s culture.

1.3 Candidate eligibility

Undergraduate and Masters students are eligible to serve as undergraduate teaching assistants. PhD students usually serve as Graduate TAs and are hired through a separate process. Most often, undergraduate teaching assistants will have taken the course before and head teaching assistants will have TA’ed the course before but in some courses, such as non-concentrator or upper level courses, this may not be the case.

Students who have been convicted of academic code violations must wait at least a year after the offense and then must petition the director of undergraduate studies to get permission to serve as a UTA or HTA. Permission is not granted automatically, but depends on the severity of the violation. Students must be in good academic standing to serve as UTAs or HTAs. Thus, students on academic warning may not serve.

2 UTA duties

Each course will assign its TAs different duties based on how the professor wishes to approach the material. However, some basic responsibilities are expected of all TAs.

2.1 Essential functions

Most, if not all, UTAs are expected to:

• hold office hours during which students may approach them with questions regarding assignments or material covered in class;

• grade assignments (written and/or programming), exams, etc. according to standards and criteria established by the professor;

• respond to emails sent to their course’s TA alias (e.g. cs0000tas@lists.brown.edu) in a timely manner;

• respond to student questions on piazza or another online platform used by the course;

• attend TA camp, a preparatory period before the start of the semester and TA trainings organized by the Meta-TAs and Diversity Advocates;

• adhere to all university and department policies and procedures, including but not
limited to those described in this document;

- attend regular staff meetings; and
- conduct themselves in a professional manner at all times, both inside and outside of the CIT.

2.2 Additional tasks

Many courses will also require TAs to:

- run lab sessions in the Sunlab or MSlab;
- prepare and present help sessions for projects and upcoming exams;
- hold interactive grading sessions for design checks and programming assignments;
- develop new assignments (which may entail writing new support code) and/or lectures and improve old ones; and/or
- manage a course web site.

2.3 Tasks not handled by UTAs

Some tasks are out of the scope of a UTA’s responsibilities. For example, UTAs do not:

- assign final grades and enter them in Banner;
- teach courses, unless invited to give a guest lecture by the professor;
- confront students about possible violations of the academic code;
- prosecute cases of alleged academic misconduct; or
- grant extensions or Incompletes to students.

2.4 UTA Leave Policy

During the semester, UTAs may find that they need to take a leave from their duties for health reasons. A leave of absence entails a hiatus of some or all of TAs responsibilities. If
you feel, at any point during the semester, that you would benefit from a leave of absence you can follow the steps below to initiate a leave. For more information on this policy and the forms to be completed, please see this google drive folder.

1. Contact Thomas Doeppner, the Director of Undergraduate Studies, or the Office of the Dean of the College to have an in-person check in to discuss the leave. The Health and Wellness advocates may assist you with setting up the meetings.

2. Once the leave has been approved by Tom and/or the Academic & Advising Deans, contact the Professor to schedule a meeting to discuss the leave. Tom, MTA(s) or the Health and Wellness advocate can also do this on your behalf if you are uncomfortable.

3. Fill out the form and submit to Tom or Health and Wellness advocate (who may submit the form to Tom on your behalf). The forms will be kept by Tom. Once the form is submitted and approved, the TA is officially on leave.

4. When the listed date on the form for the check-in is reached, the student will have a check-in with Tom and/or an Academic & Advising Dean to reevaluate their situation. If an in-person check-in date cannot be determined, (say the student will be off campus for an indeterminate amount of time), a phone call or an email can take its place.

5. If needed, more time on leave can be given. If the TA feels ready to begin working again they may.

2.5 Substandard performance

UTAs who are unable to perform the basic functions of their job satisfactorily will be dealt with on a case-by-case basis. In extreme situations, a UTA may be dismissed for poor performance or for engaging in unprofessional behavior.

3 Hours

Most UTAs hold two or more office hours a week, in addition to hours held by their professor. In some situations, such as right before a major assignment is due, TAs may hold supplemental hours in addition to their scheduled office hours. In general, you should only be helping one student at a time on hours, and other students seeking your expertise should wait either outside the room you are holding hours or at a node in another room. Sometimes, you will find it more convenient to help a few students who have the same question at the same time, but be aware of how crowded your space is becoming.

3.1 Location and timing

You should hold your office hours at the time and in the place assigned by your HTA(s). Hours are always held in public places, never in private areas, such as a dorm or apartment. Almost all courses hold their hours in either the Fishbowl (CIT 271), 201, 205, 207, or the Moonlab (CIT 227). TA hours are not held in the Sunlab. Please respect whatever facility
you are assigned to. Throw away any trash that may have accumulated during your hours and erase any whiteboards you may have written on. Keep the door to the room you are in open, but do not prop the doors to any of the stairwells. If you shift around monitors or chairs, put the room back together before leaving. Also, if you are the last TA to leave the room at night, turn off the lights and close the door after you.

It is your responsibility to arrive at your hours on time and to be appropriately prepared. Do not be late, do not wander away from your post, and do not cancel your hours at the last minute. If you know in advance that you will be unable to attend your hours, make every effort to trade times with another TA. If no other TA is available, then contact your HTA(s) to reschedule your hours for another time that week. If there is ever a change to your course’s hours schedule, email your students to inform them of it.

A note on facilities: students should not work in the Fishbowl or the Moonlab. If they need to log on for whatever reason, try to have them su into their accounts instead of allowing them to grab a node of their own. Priority usage for machines in rooms used for TA hours is as follows:

1. TAs on hours, using a machine to help a student;
2. TAs on hours, using a machine for other TA-related work;
3. TAs on hours, doing their own work;
4. TAs off hours, doing any TA-related work; and finally,
5. TAs off hours, doing their own work.

If someone with a higher priority than you needs a machine, you may be asked to log off.

Students may work in 203, 205, and 207 when TA hours are not in session. If there are students working in these rooms while you are holding TA hours, you may ask them to work somewhere else if your space is becoming overcrowded.

3.2 Waitlists

Keep a waitlist for your course on a whiteboard or use SignMeUp while you are on hours. If using the whiteboard, students should add their names and whether to zwrite them or look for them outside of the room you are using once you are ready to help them.

TAs for large courses should keep an eye on their waitlists. You may need to cutoff your waitlist if it is still growing towards the end of your shift and you are the last TA on hours. You may also want to email your fellow TAs requesting backup if the list gets out of hand.
Do not allow students to ignore the waitlist or add their name in front of others. Do not allow students to add their names to the end of the waitlist immediately after being helped. This is especially important in introductory courses, where some students will continue returning to TA hours without attempting to make progress independently on the assignment. Some courses may place a limit on when students can sign up again after being helped. If your course does this, make sure you are enforcing the limit even if your hours are not very busy.

If there is no one on your waitlist, you may feel free to continue helping a student for as long as you like. However, if you have other students waiting for your help, you may need to limit the attention you give to each individual. Fifteen minutes is generally regarded as a decent upper limit for how much time to spend with a single student when others are waiting.

3.3 Grading complaints

If a student comes to you on hours to contest a grade, politely turn them away unless you graded that problem or project. Do not look over their answer. Do not comment on the grade or the grader. Grade complaints can only be handled by the TA who assigned the grade in question or an HTA.

If you graded their problem or project, listen to their complaint and decide whether a grade change is in order. If you agree that there was an error, follow your course’s process for changing a grade. If you disagree, politely tell the student that based on the grading standards you cannot give them a grade change. If the student is dissatisfied by your response, you can suggest they talk to an HTA about the matter. If you aren’t sure about a grade complaint, it is a good idea to reach out to the rest of your staff to come to a consensus to maintain consistency.

3.4 Teaching tactics

Arrive to your hours well-rested, well-fed, and sober. Make sure you are well-versed in the material that has been covered recently in class. Take a look at whatever assignment is currently out; if you do not feel confident in your ability to solve the problems or your memory of the project is fuzzy, go over the solution key or your old code. Do not bluff your way to an answer; if you are not sure, ask another TA, or tell the student you will investigate and get back to them shortly. Giving bad advice or incorrect information at TA hours is harmful not only to the student but also to the TA and the course.

3.5 Handling problematic students

Some students under pressure may be emotional when they come to you on hours. If a student seems under extreme duress and it is clear that they will not be able to finish the
project or homework before the deadline, gently suggest they have something to eat, get some sleep, and take a late penalty. Do not offer to give the student an extension or Incomplete; only a professor can award these, and the latter will likely involve a recommendation by a Dean who will talk to the student about their special circumstances. If the student asks about an extension, refer them to your professor, but do not comment on the likelihood of an extension being granted. If a student is particularly aggressive, we encourage you to leave wherever you usually hold your hours and retreat to the upper-level floors (which students do not have access to) or downstairs to the public atrium (where a Department of Public Safety officer is stationed).

Some students will pressure you for more help than you are allowed to offer them. Do not give them answers or snippets of code. It is not your job to supply your students with the answers; it is your job to help them figure out the answers for themselves. If a student is constantly pressuring you for more help than is acceptable, you may wish to bring the situation up with an HTA or your professor who can help you talk to the student or talk to the student themselves about what kind of help should be expected at TA hours.

We strongly discourage discussing course material with students outside of your official hours. If you are approached by a student with questions about the course while you are not on hours, you are not obligated to answer them. It is to your benefit and that of your co-TAs that no TAs provide help outside of hours as students will not expect that any TA will help them outside of hours and will refrain from making such requests.

4 Grading

Undergraduate teaching assistants grade most of their students’ assignments, including design checks, problem sets, programs, and exams. These grades are considered a measure of performance and are used by the professor in determining the students’ final grades. It is important to note that while UTAs may grade students’ work, the establishment of grading standards for any assignment and the final recording of grades is done by the course’s professor. Grading is ultimately the responsibility of the instructor.

For more information on the grading system of a given course, including its grading meetings, rubrics, late policy, etc., please talk to that course’s HTA(s) or professor.

4.1 Basic Guidelines

Grade in a place your students do not have access to, such as the TA labs (348 and 367) or your room. Do not grade in the Sunlab, the Fishbowl, 201, or the Moonlab. Grades are a private matter and should not be discussed in public. If a student is present in the area you intend to use for grading, find another space or politely ask them to leave. Courses may reserve the TA labs for grading meetings in which case they may ask other TAs that are working on TA-related work or otherwise to leave during their reservation. When not
reserved, the grading labs are on a first-come first serve basis. If a student in your course is already grading, you’ll need to find another space or wait until they are done.

Submit your grades on time. If you feel you will not be able to do so, alert your HTA(s) or professor as soon as possible. Missing a deadline reflects poorly on you, your course, your professor, and ultimately our department.

4.2 Fairness

Grade in a fair and consistent manner. If you are grading problem sets, try to have each TA grade only one problem to help maintain consistency. Reach a consensus on how many points to take off for a given mistake and remain faithful to that decision. Remember: the last student you grade should be judged according to the same standards as the first. If you feel that you have made an error in grading, by grading too harshly or too generously or inconsistently, go back through the assignments you graded and adjust accordingly.

It is important that your grading look fair in addition to being fair. Explain whatever point deductions you make and leave clear feedback. When a thorough explanation would be very lengthy to write out, it is ok to write a summary and ask the student to stop by your hours if they have further questions.

4.3 Suspicious handins

Familiarize yourself with your course’s collaboration policy at the start of the semester. These policies vary from course to course; for example, some programming courses will allow students to debug one another’s code while others forbid so much as looking at another student’s screen. Many courses allow for some amount of collaboration on homeworks, but may not permit taking notes away from collaboration sessions. If you do notice anything suspicious, such as extremely similar code or problem sets, alert your HTA(s) immediately and discretely. Do not mention these cases to other UTAs. Possible cases of academic misconduct will be handled by your HTA(s) and your professor.

4.4 Blocklisting

The blocklist may sound ominous, but it is commonly used by TAs who have pre-existing relationships with their students. Your blocklist is a list of students in your course whom you are unable to grade due to a conflict of interest. Potential conflicts of interest include: significant others, former significant others, relatives, close friends, roommates, etc., as well as people with whom you have a personal/professional disagreement or business relationship. It is also important to consider that even if you are comfortable with grading a particular student they may feel differently. It is much better to err on the side of caution if you are not sure if you should blocklist someone.
Create your blocklist at the start of the semester and add to it when necessary. Never grade a student on your blocklist. For most electronic grading, scripts will handle this. If grading by hand, make sure to use a system such as a list of Banner ID’s that you cannot grade or similar. Your blocklist should be private to only you. You should never be asked by another member of your staff about your blocklist nor should you reveal any information about who is on it. Make sure that if your blocklist is stored in your course’s directory the permissions are set such that only you may read it.

In addition to relationships outside of courses, think of CS UTAs as forming a directed graph and avoid cycles. You should not grade TAs of courses you are currently enrolled in, and they should not grade you.

5 Professionalism

As an undergraduate teaching assistant, your behavior reflects on not only your values, but also the culture of our department as a whole. It is critical that you comport yourself in a polite and professional manner at all times.

5.1 Your conduct

Do not speak ill of your students, co-TAs, HTA(s), professor, or course. Do not make disparaging comments about other courses, TAs, professors, or the department in general. As a UTA, students will look to you as an example. You will set the tone that they will use to describe their experiences within your course and, by extension, the CS department.

Try to appear approachable while on hours. Be patient with your students. Encourage them to ask questions or request that you slow down or repeat explanations. Remember that students of introductory courses may need some guidance when using Linux. Direct them to an online tutorial or consultant if you think they need help using the machines.

Consider the message your behavior, tone, and appearance sends to your students. Everything right down to your desktop background should communicate that you are a professional, respectful individual. If a student does not reciprocate this respectful behavior, ask them to continue their discussion with your HTA(s), who will have more experience with these types of situations and may in turn refer them to your professor.

5.2 Interacting with students outside of the CIT

Do not engage in unprofessional relationships with your students. If you find yourself at a social event with one or more of your students, remain professional. Do not consume alcohol or other mind-altering substances with your students. Do not perform illegal activities in front of your students (or at all, for that matter).
5.3 Contributing to a positive work environment

Humor should not come at the expense of others’ comfort. Sexist, racist, and homophobic jokes are never funny. Any joke meant to alienate others is never funny. Be aware of the comments you make while around students and other TAs, even if you are speaking casually to friends. Something that may seem funny to you may make your fellow TAs or students uncomfortable in the course which is unacceptable.

Harassment is any verbal, written, or physical conduct designed to intimidate, coerce, or make another person feel uncomfortable. Harassment may include unwelcome advances, physical touching, or offensive or unwelcome comments regarding a person’s race, gender, nationality, religion, sexual orientation, age, disability, or appearance. The undergraduate TA program has a zero-tolerance policy for harassment of any form.

Though the department encourages the social aspects of working in the Sunlab and the sense of camaraderie it can foster, do not let your socializing degenerate to the point where it makes the lab overly noisy and unpleasant for students who are trying to concentrate.

6 Compensation

TAs are compensated for their work with either course credit or pay. TAs for cs0150, cs0170, cs0330, and cs1230 should refer to section 6.4 as they are the exception; UTAs for these courses must TA for both credit and pay, and HTA(s) for these courses must TA for pay unless they have permission to do otherwise from the director of undergraduate studies.

6.1 Course Credit

If you “TA for credit” you will receive a course credit that appears on your transcript as compensation for your work. You may TA for credit at most twice. Additionally, note that all TAs receive monetary compensation for work done during TA Camp, including attending required training. Please read the section about TAing for pay to learn about logging the hours spent attending training and working during TA Camp.

If you choose to TA for credit, the course that will appear on your transcript will either be CSCI0081, “TA Apprenticeship: Full Credit”, or CSCI0082, “TA Apprenticeship: Half Credit”. cs0081 is a full-credit (1) course whereas cs0082 is a half-credit (0.5) course. TAs should enroll in cs0082 only if taking cs0081 would put them over their credit limit for the semester—i.e. if you are enrolled in 4.5 other credits, then cs0082 is the course for you. Like any other course, cs0081/2 can be taken for a grade or S/NC. Some courses encourage their TAs to take the course S/NC. If you’re interested in taking it for a grade, please speak with your HTA(s) and professor about how you will be evaluated for a grade.
During TA camp the Meta-TAs will send out a form asking if you would like to TA for credit. If you are TAing for credit, you should register for the appropriate course on CAB before the end of shopping period. It is extremely important that you register for one of these courses before the last day to add a class as once that happens there will be no way to give you course credit for TAing if you are not registered.

The credit you receive from cs0081/2 does not count towards a CS concentration—it simply counts towards the 30 credits required to graduate from Brown. In the old concentration requirements, enrollment in cs0081/2 does, however, “uncouple” one of the required pairs needed for your concentration. In other words, one of the pairs of related courses you needed can now be two unrelated upper-level courses. If you TA for credit twice this uncouples two pairs. In the new concentration requirements, effective in the 2017-2018 academic year, this policy no longer applies and cs0081/2 only counts towards the 30 credits needed to graduate. If you have additional questions about these policies, feel free to reach out to the Meta-TAs or Tom Doeppner.

6.2 Pay

UTAs are paid according to the following formula:

\[
\text{UTA pay} = \text{Brown Minimum Wage}^1 + \$0.20 \times (\text{number of semesters previously TA’ed})
\]

To be paid, you need to fill out an I-9 form and a W-4 form. If you have worked for Brown before, you have already been cleared and do not need to worry about this as long as you are an undergraduate student, not an international student, and have not taken a leave of absence or studied abroad since I-9’ing.

If you have not competed the form, visit Brown Human Resources (room 213 in J. Walter Wilson) and fill out an I-9 form there, providing the required identification. A passport or a combination of state-issued ID and social security card work nicely. You can also refer to the full list on page 3 of the I-9 here. You’ll need to complete the I-9 on or before your first day of work.

W-4s are now completed online. To complete it log on to Workday here, then click the "Pay" circle, then click "Withholding Elections". In both the "Federal elections" and "state elections" tab, click "Update" to fill out the form. You should complete the W-4 form as soon as you are on payroll.

6.3 Logging Hours

To log hours for time spent working as a TA, you will use Workday. You can access

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1Brown Minimum Wage is, at the time of writing, $10.20
Workday at brown.edu/go/wd.

For any/all UTA jobs, log hours under the position titled “Computer Science Undergraduate Teaching Assistant” or something like it. If your position doesn’t show up after the date that the Meta-TAs have said it should be set up, please reach out to the Meta-TAs.

If you have multiple positions, please make sure to submit hours for the correct position. If you held the same position in a semester prior, check with your payroll manager about which position you should log hours under.

Do not submit the week until you have logged all of the week’s hours. When you are ready to submit, click the large orange button below the calendar to finalize. Once you have submitted the hours, there will be a page with an empty box for comments at the bottom of the screen. You do not need to fill in this box.

The Workday week ends on Saturday and you must submit your hours by the following Monday at 11am. Once the week ends, you will be unable to edit or submit previous hours and may have to back-log, so please try to make this deadline. If you have any problems submitting hours or forgot to submit your hours, you’ll need to work with the current payroll manager to find a solution. TAs that consistently do not log hours in a timely fashion may be dismissed.

If you are interested in signing up for direct deposit, you can register on the Workday system by clicking the button labeled “Pay”, and then “Payment Elections”.

6.4 TAing for Credit and Pay

If you are a UTA for cs0150, cs0170, cs0330, or cs1230, then you are required to TA for both credit and pay. This means that you must register for cs0081 or cs0082. You should not register for more than 4.5 other courses so that you leave enough room for cs0081 or cs0082. If you fail to register for one of the two courses by the end of shopping period, you may be fired.

UTAs for these courses will be paid only for hours spent grading; the rest of their duties are performed for course credit. Therefore, the hours logged by TAs for these courses should only be for the hours spent grading assignments.

HTA(s) for cs0150, cs0170, cs0330, or cs1230 must work only for pay unless they have permission from the director of undergraduate studies. UTAs who have TA’ed for credit twice already must work only for pay. These TAs should log all of their hours in Workday.

If the mandatory Credit and Pay policy causes a financial hardship, the department is willing to excuse you from this policy if they can verify your need. They will do this by confirming with the Brown financial aid office that you are highly aided and are required to earn more
money per semester than you would if you were paid only for grading. Please contact the
director of undergraduate studies if you would like to be excused from the Credit and Pay
requirement because of financial hardship. The director of undergraduate studies will then
check your status with the financial aid office and if they determine that you are highly aided,
then you will be given permission to TA only for pay.

7 TA Camp

Many courses hold TA camp before the start of the semester to prepare course materials and
train their TAs in course specific procedures. Your HTA(s) will let you know if your course
will be having TA camp and when it will be held.

7.1 Housing and Compensation

Since TA camp usually starts before the dorms officially reopen, the department will cover
the cost of moving into on-campus housing early. The Meta-TAs will send out a form a few
weeks before camp starts to collect early housing requests from TAs. All TAs, regardless of
if they are TAing for credit or pay, are compensated for their hours during TA camp with
pay.

7.2 Department Wide Training

The department holds training for all TAs usually the Sunday and Monday before the first
day of classes. All TAs should plan to be back on campus for this training. Traditionally, the
Sunday training is for first time TAs and consists of a training lead by the Meta-TAs of basic
procedures and best practices followed by an introduction to diversity and inclusion led by
the Diversity Advocates. The Monday training is for all TAs and is typically a structured
discussion of diversity and inclusion topics led by the Diversity Advocates.

8 Miscellanea

You may find the following information useful during your tenure as an undergraduate
teaching assistant.

8.1 Building access

During TA camp, you should ensure that your Brown ID card gives you access to the
following rooms:

- the Fishbowl (CIT 271)
- the J-Lab (CIT 367)
- the TA Lab (CIT 348)
- the back and side stairwells

The elevators and stairwells lock after business hours. Undergraduate students not currently

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TAing a course should refrain from being on the upper-level floors (i.e., floors three, four, and five) after regular business hours. TA hours should never be held on the upper level floors. If your course is holding an event on the upper floors after business hours, make sure that your students will be able to access the space and encourage them to make their way downstairs after the event is over.

If you hold hours in 201, 203, 205, or 207 and the room is locked you can ask the Sunlab Consultant on duty for a key. If you are holding hours in another room, you can ask the security guard to unlock it.

8.2 Email Addresses

This document mentions a variety of folks that you may need to get in touch with during your time as a UTA. For your convenience, their email addresses are listed below.

- **Director of Undergraduate Studies:** thomas_doeppner_jr@brown.edu
- **Meta-TAs:** mta@cs.brown.edu
- **Payroll Manager:** lori_agresti@brown.edu
- **Diversity Advocates:** diversity.advocates@lists.cs.brown.edu
- **Head Sunlab Consultants:** head-consultant@cs.brown.edu
- **TStaff:** problem@cs.brown.edu

8.3 Reimbursement

Your course is awarded a small discretionary budget to use on food for long grading meetings. This amount is three dollars per student enrolled in the course after shopping period. In general, your HTA(s) will take care of ordering and paying for food. However, if you do ever pay for food for your staff, make sure to keep your receipt. You should submit your receipt to your professor’s administrative assistant. If your professor does not have an administrative assistant, you should submit it to Jane McIlmail. The department is unable to reimburse TAs for purchases they do not have receipts for. For more information on the reimbursement process, see your professor’s administrative assistant, your HTA(s), or Meta-TAs.