

## START OF QUARTER TA STUFF

- **TA OFFICE**
  - EE 265: Make sure that you can get in there or contact Rachel at EE Advising Office
  - Desk spaces are available on a first-come, first-grab basis.
  - Name tag
  - You can use your research lab as your TA office as long as it will not disturb others involved.
  
- **TEXTBOOKS**
  - Contact Steven Graham at EE Advising Office for the copy of the textbooks and the solution manuals.
  - Don't forget to return those by the end of quarter for further use in the future quarters.
  
- **HOMEWORK TURN-IN SERVICE**
  - Homework box at the main office
    - Don't forget to stamp the submission date in the front page of their homework/report.
    - The students must clearly write their name, class number/section in the front page.
    - The staff will distribute the homework to labeled file shelves in the copier room (behind the main desk) at the end of every day and you can come pick it up at your convenience.
    - If the staff can't figure where it should go then, their homework/report will go to "orphan" shelf. (Always check that for missing homework)
    - Avoid students stealing glances at others' homework
  - In-class, lab, quiz section
  
- **ABET COPYING (For undergraduate classes only)**
  - Make 3 copies of each assignment: the high, average and low grade and turn those copies into "ABET Copying" box in the faculty/staff mailbox area.

- **COPIERS**
  - At least 3 copy machines available in our department (on floor 2M 3M and 4M)
  - To access the machine, enter the last 4 digits of your SSN for the PIN number and enter your course# for the code e.g. (215 for EE215).
  - If it doesn't work, please contact EE computing at EE 307.
  
- **GRADERS**
  - More than 35 students in your class, especially the lab classes and with consent from the class instructor.
  - Contact Helene
  
- **PRINTING QUOTA**
  - 500 pages for each course
  - Email [help@ee](mailto:help@ee) and CC your class instructor to obtain the user account and password
  - If more than 1 TA in the class then the quota has to be shared accordingly.
  
- **TRANSPARENCIES**
  - Available in the EE Advising Office
  
- **SCANNER**
  - Available in TA room and EE computing labs on the 3<sup>rd</sup> floor.