Overall Outlines

- RPG serving fulfillment = 100 hrs for each academic year
  - Serving statistic starts from September
  - There are totally 3 semesters, i.e., sem1, sem2 and summer sem

- Major duties available:
  I. Teaching Assistant (TA)
  II. Exam Invigilation
  III. Course Evaluation
  IV. Helper for department functions

- Possible duty arrangements:
  - 1 TA + 3-5 exam invigilation + 3-5 course evaluation
  - 2 TA + 1-2 exam invigilation
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We will spend more time on TA service today. There will be another briefing session on other tasks later in this semester.
I. Teaching Assistant (TA)

- Every RPG student may be assigned to serve for a particular course and known as TA
- The duties can be categorized as *three major roles*:
  1. Grader (mandatory)
     - Attend lectures (unless you get exemption), office hours, Grading and provide feedback, web (course Moodle) management, logistic issue, prepare course materials, answer questions from students, and help instructors to prepare course reports if needed
  2. Tutor (depends on course nature)
     - Conduct face-to-face tutorials CLASS
  3. Lab demonstrator (depends on course nature)
     - Perform lab demonstration, invigilate the students, grade reports
- Normally, the TA should pick up all these roles simultaneously, whenever necessary
Course Moodle

- All course materials will be posted on a system called **Moodle**
- As TA, you have to be very familiar with its operations
- You may be asked to provide feedback to students through Moodle
- Course instructor may ask you to prepare student performance statistics as well
In early August, each RPG will be asked to indicate their preference through the electronic system (demo). If you do not input the preference before deadline, you will be assumed to be available for any course. We will also collect the preferences from course instructors. Assigning criteria: RPG students background, RPG students preference, Nominations by teachers.
Before the semester starts, we will release the tentative TA assignment for that semester through email and Moodle.

Assignment may be refined according to special requests.

TAs should then contact the instructors ASAP.
Teaching Performance

- Systematic teaching performance evaluation will be conducted for each RPG for each course
  - You can develop your own teaching profile for job hunting and award applications
  - Collect suggestions to improve teaching
- All the performed TA duties are input in the electronic systems for record (demo)
- TA awards for TAs with very good performance
- Around 5% of TAs will receive the award
Leave

Completed and fixed all issues:

- Supervisor approval
- TA course teachers agree
- Arrange arranged duties
Do and Don’t

**DO**
- Be responsible and responsive
- Read mails frequently and carefully to get most updated information
- Be self-motivated
- Pick up new materials as needed (e.g. Moodle)

**DON’T**
- Ignore e-mails (excuses of ignoring mails sent to EEE or HKU accounts are not accepted)
- Fail to respond to requests (you may receive warnings)
- **No-show** (you must receive warnings)
CETL Cert Course

- CETL cert course, i.e., Certificate of Teaching and Learning in Higher Education
- Offered by graduate school
- Information can be obtained from the website of graduate school
- Only the RPG students, who have already finished or are currently taking this certificate course, are eligible to serve as the tutors or demonstrators
Final Note

- More details can be found in the Moodle course for RPG announcements
- Inquiries can be sent to tateam@eee.hku.hk
- Please serve with heart
- Treat the serving as a chance to learn (and it is)
- The serving experience will be very useful
- *Wish you all the best* in HKU