



UNC CHARLOTTE

The WILLIAM STATES LEE COLLEGE *of* ENGINEERING

ECE Undergraduate Laboratories

TA Orientation

Fall 2015

Dr. Benny Rodriguez – Undergraduate Teaching Labs Manager

Outline

- ECE Contacts
- Semester Schedule
- Laboratory Teaching Assistant Responsibilities
- Location of Labs
- Laboratory Manuals
- Lab Equipment Maintenance
- Student Interaction
- Administrative Issues
- Grades Reporting
- Lab Safety
- Questions/Concerns



Contacts



Ms. Stephanie LaClair (Graduate & Research Support Specialist)

- slaclair@uncc.edu , EPIC-2171
- Supports the Graduate Director with advising, hiring and admitting graduate students
- Maintain graduate student files
- Process graduate student forms for academic progress
- **Assists with teaching and research assistantships**



Mr. Eddie Hill (ECE Technician)

- ehill27@uncc.edu , EPIC-2154
- Electronic equipment maintenance and repair
- Part procurement and inventory
- Assists students in the use of equipment
- **Provide TAs door access to the Labs**
- **TAs report problems with workstations and equipment to him**



Dr. Benny Rodriguez (ECE Lab Manager)

- brodri17@uncc.edu , EPIC-2226
- Undergraduate Laboratory Coordinator
- Responsible for overall lab procedures and quality
- **Lab TAs supervision and mentorship**
- **Assigns final grades**
- **Resolve any problems with students**



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Semester Schedule (Generic)

Week	Events
Week 0	ECE Labs TA Assignments
Week 1	ECE TA Labs Orientation/Meeting TA builds Syllabus and Grading Rubric TA emails class via Moodle (optional)
Week 2	Lab Begins Hand out syllabus and rubrics Discuss Lab Safety and policies
Weeks 3-15	TA Conducts Labs TA Enters scores in Moodle
Last week of classes	Practical Exam
Final exam week	Respond to any questions about grades By Friday (11:59pm) , Submit final grades to lab manager



Lab TA Responsibilities

The TA will **conduct** laboratory sessions according to the Laboratory Manuals.

- Be completely familiar with each lab prior to class.
- Work with the lab staff to acquire any equipment needed.
- Supervise the students as they perform the lab experiments.
- Make sure safety rules are followed.
- Answer any questions posed by the students.
- Report any damaged equipment or errors in the lab manual.
- Make sure students organize their workstations and place parts/equipment back.



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Lab TA Responsibilities

The TA will manage their assigned section.

- Provide students with TA office hours and email address.
- Provide the students with Lab notebooks and reports rubric (template will be made available on the [ECE Labs website](#)).
- General syllabus, safety rules, and report templates are available on the [ECE Labs website](#)
- Ask students to submit their Turnitin consent forms and Safety Rules Acknowledgement form.
- Please go over this information during the first class.



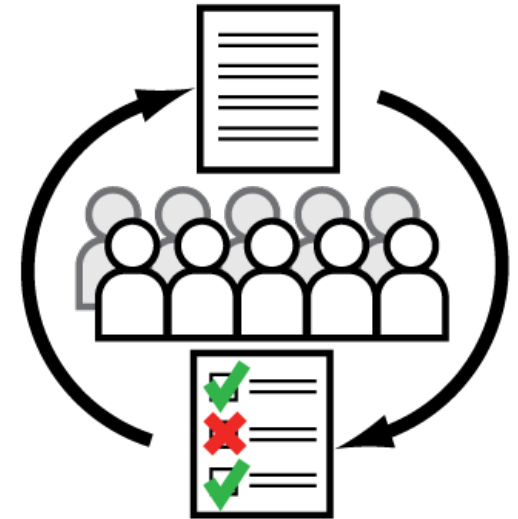
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Lab TA Responsibilities

The TA is expected to **score** the pre-labs, notebooks, and reports in a fair and timely manner.

- The reports should be returned to the students at least one week prior to the next report submission date.
- The TA will keep the scores up to date in Moodle.
- The TA will determine the final score and recommend a final grade to the Lab manager.



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Lab TA Responsibilities

The TA is expected to ensure safety to all participants.

- If you can't do it safely or are not sure, STOP. Never be a penalty for stopping due to safety concerns.
- Safety of the equipment is a secondary goal.



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ECE Labs Locations

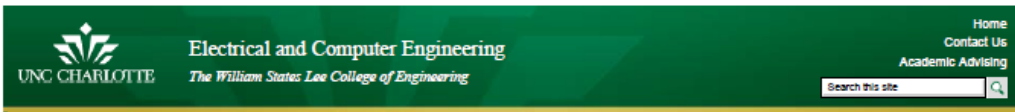
Course	Title	Room Number
ECGR 2155	Instrumentation and Networks	EPIC-2142
ECGR 2156	Logics and Networks	EPIC-2142
ECGR 2255	Digital Design	EPIC-2140
ECGR 3155	Systems and Electronics	EPIC-2140
ECGR 3156	Electromagnetics and Electronic Devices	EPIC-2140



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ECE Lab Manuals



Prospective Students

Undergraduate Programs

Graduate Program

Resources



- Home
- About ECE
- Faculty Directory
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- Contact Us
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- Open Positions
- Undergraduate Programs**
- Computer Engineering
- Electrical Engineering
- Advising
- Course Syllabi
- Transfer Credit Advisor
- ECE Labs

Lab Courses

General Information

Meeting times, assignments and due dates are listed on each section's Moodle page.

Students must read and follow the [Lab Safety Rules](#) that are posted in laboratory classrooms and on the ECE Laboratory Website. Safety glasses must be worn at all times in the labs.

[General Syllabus for all Labs](#)

Lab Experiments

Textbooks are not required for ECE laboratory courses; however, students must provide hand tools, test leads, breadboards, and other items that are used to set-up and perform experiments (see [Student-Supplied Materials](#)). Please choose one of the courses below for more detail information and experiments procedures.

[ECGR 2155 Instrumentation and Networks \(EPIC 2142\)](#)

[ECGR 2156 Logic and Networks \(EPIC 2142\)](#)

[ECGR 2255 Digital Design \(EPIC 2140\)](#)

[ECGR 3155 Systems and Electronics \(EPIC 2140\)](#)

[ECGR 3156 Electromagnetic and Electronic Devices \(EPIC 2140\)](#)

Lab Report-Guides and Templates

<http://ece.uncc.edu/undergraduate-programs/ece-labs>



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Students Lab Kits

- Students must provide hand tools, test leads, breadboards, and other items that are used to set-up and perform experiments.
- One set of tools is required for each lab working group - usually two students.
- The same tools are required for all lab courses, so a one-time purchase covers most student-supplied materials needed for ECGR 2155, 2156, 3155, 3156 and 2255.
- Students can purchase Lab kits online from [Electronix Express](#). More info on the ECE Lab website.



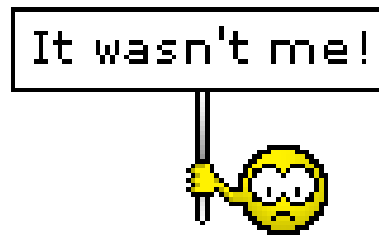
Lab Equipment Maintenance

- Report all problems with equipment or the lab to the ECE Technician
- When reporting on particular equipment, please specify the bench number, room number and inventory number to identify it
- Small items, (e.g. resistor decade boxes and cables) should be labeled and left on the designated area.
- Cable ends that come loose should not be thrown away, as many can be reattached to the cable.



Lab Equipment Maintenance

- *“But it was broken when I got there”*
- It is **your responsibility** to keep the lab clean and report problems regardless of the source of the problem



Interacting with Students

- Students have the right to have their work assessed impartially.
- Students have the right to privacy (FERPA).
 - Only the student can have access to their grades, attendance, performance, etc.
 - Privacy laws restrict parents' access to confidential student information. Parents may not ask you about the student.
 - Don't talk about a student with another TA.
 - Only post grades in Moodle
 - Contact the Lab Manager/Coordinator for any issues that you feel may involve the student's right to privacy



Administrative Issues

- **Laboratory Room Access**
 - Contact Mr. Eddie Hill to get card access to your lab.
- **Desks**
 - TAs can hold their office hours in EPIC 2342.
 - Room will be unlocked M-F between 8:00 AM and 5:00 PM.
 - Card access will be given to TAs.
- **Making copies**
 - Contact the Lab Manager/Coordinator
 - Appropriate use includes copying syllabus, practical exams, quizzes
 - Allow an appropriate amount of time for your request.



Grades Reporting

- Scores **MUST** be reported to students and lab manager/coordinator in a timely manner
 - Use Moodle to record the grades.
 - All final scores are due to the lab manager/coordinator no later than two days prior to the term's deadline for grade submission.
- You are free to adopt your own policies concerning discussions with students about final grades
 - You must answer student's questions.
 - You may require students to meet with you in person.
 - You may request that students first email their concern.
 - Contact the lab manager for any issue that you cannot resolve.



Lab Safety



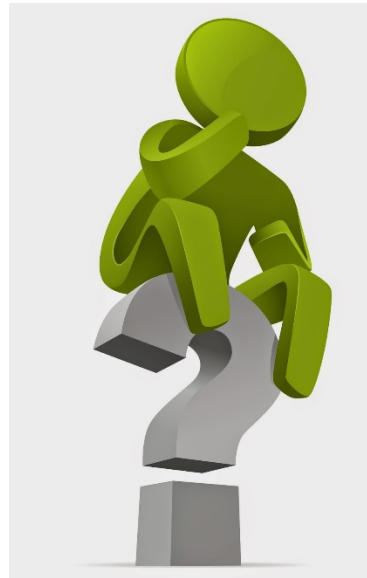
Please visit the [Safety, Rules & Regulations](#) section of the [ECE Labs Website](#).



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Questions?



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