

Teaching Fellow Job Description CMSC101Y/IS101Y

Qualifications:

- BTA, IS, CS, or CMPE major
- Junior standing with at least a 3.0 cumulative GPA
- interested in helping new students learn more about and succeed in computing majors at UMBC

Duties:

- review, help refine, and be familiar with the syllabus
- help to design, review, and test assignments and exams
- co-facilitate at least 3 class sessions
- track attendance
- lead at least 3 classroom discussions
- share own experiences to provide student perspective
- assist with grading at least 2 major assignments, all quizzes, and the course project
- attend weekly team meetings with co-PIs to discuss student progress and issues
- hold two regular weekly office hours; group sessions and added hours as needed (no more than 10 additional hours over the semester)
- learn course topics (especially Processing) sufficiently to help students with any questions they might have
- communicate with students via Blackboard or other similar package
- help maintain course-related websites
- help prepare course materials (e.g. lecture slides)
- serve as coach for one project team

Expectations:

- attend all technical content sessions delivered by Drs. desJardins and Seaman, or by guest lecturers.
- arrive to class on time and be prepared for role during each session. Model expected classroom behavior (in terms of attention, participation, and minimal multi-tasking).
- communicate in a consistent and timely basis with faculty about class and student issues; respond promptly to both faculty and students
- complete all assignments in a timely and thorough fashion, communicating regularly with Drs. desJardins and Seaman about any problems or questions
- maintain confidentiality
- meet established deadlines
- complete payroll process with Camilla Hyman in CSEE department
- get time sheets accurately prepared, signed and turned in on time