

# RESEARCH ASSISTANT SUPPORT SCHEMA

(Latest Update: April 18, 2022)

## RA's ARE RESPONSIBLE FOR THE FOLLOWING SETS OF DUTIES:

- (A) SUPPORT GROUP DUTIES (SEE SPECIFIC GROUP DUTIES AND RA ASSIGNMENTS BELOW)
- (B) COURSE ASSISTANTSHIP-RELATED DUTIES
- (C) DEPARTMENT AND FACULTY-RELATED DUTIES

GROUPS	MEMBERS <i>(alphabetically)</i>	<u>(A) SUPPORT DUTIES</u>
<b>Technical and Technological Support (TTS)</b> <i>(5 RAs)</i>	<b>Barışcan Özkuzey</b> <b>Berkcan Köse</b> <b>Fatma Nur Öztürk</b> <b>Pınar Topal</b> <b>S. Yağmur Kiper</b>	<ul style="list-style-type: none"> <li>▪ All PC maintenance (classrooms &amp; offices: 9+33+LAB) throughout the semester</li> <li>▪ All technical equipment (e.g., projectors, printers, etc.) maintenance (esp. at the beginning of the semester)</li> <li>▪ Assignment of IPs and their management by the TTS Coordinator Pınar Topal</li> <li>▪ RAs on call at all times (daily shifts including lunch breaks)</li> <li>▪ Updating of Department website</li> <li>▪ Creating/updating conference websites</li> <li>▪ Seminar for incoming undergrad students on how to use the registration program (every Sept.)</li> <li>▪ Coordination of Distance Education by Barışcan Özkuzey &amp; S. Yağmur Kiper</li> <li>▪ Other duties assigned by the administration</li> </ul>
<b>Program &amp; Admin Support (PAS)</b> <i>(4 RAs)</i>	<b>Alper Kesici</b> <b>Elzem Nazlı</b> <b>Sinem Oruç</b> <b>Asuman Şimşek</b>	<ul style="list-style-type: none"> <li>▪ Program organization (Sept., Jan.. June)</li> <li>▪ Section lists (Sept., Jan.. June)</li> <li>▪ Final exam schedule (Dec., May, July)</li> <li>▪ Re-sit Exam related work</li> <li>▪ Record keeping of "Bölüm Aidatı" (Sinem Oruç)</li> <li>▪ Supporting the Chair/Vice-Chairs/Advisors to the Chair when needed</li> <li>▪ Sinem Oruç in charge of the website for BNC</li> </ul>
<b>Student Exchange Support (SES)</b> <i>(2 RAs)</i>	<b>Esra Karakuş</b> <b>Aycan Demir Ayaz</b>	<ul style="list-style-type: none"> <li>▪ Exchange duties assigned by the group Coordinator Prof. Dr. Martina Gracanic Yüksek</li> </ul>
<b>RA Coordinator</b>	<b>E. Yasin Çiftçi</b>	<ul style="list-style-type: none"> <li>▪ In charge of RA duties distribution</li> </ul>

## **(B) COURSE ASSISTANTSHIP-RELATED DUTIES**

1. **Observation of All Classes** (*unless RA is observing 2 sections of the same course/taught by the same instructor or has received a permission from the instructor*)
2. **Teaching at least 1 – 3 Class Hours** (per term and/or regular Discussion, Q&A sessions in line with the special requirements/characteristics of the courses)
3. **Grading Support** [*at least 1 item (e.g. midterms, finals, quizzes, papers, HW) – maximum: up to the instructor in line with the special requirements/characteristics of the course*]
4. **Student Correspondence/Feedback** (via RA Office hours and email)
5. **Midterm and Final Invigilation** (ONLY when this is not possible, i.e., the time/place for two sections of a course overlaps, or there is a clash with the RAs schedule which cannot be sorted out, will the department administration be notified to find & assign other RAs)

## **(C) DEPARTMENT AND FACULTY-RELATED DUTIES**

1. **Invigilation** (when required, both in and outside of the department)
2. **ODTÜ Tanıtım Günleri** (2 times a year (March/July): prepare a poster/flyers and a PPP; man the stand)
3. **Aramıza Hoş Geldiniz** (end of October) – orientation for the prospective students
4. **Departmental Orientation Days** (September) – related Department internal activity support
5. **Commencement/Diploma Töreni** (June/early July)
6. **Mezunlar Günü** (end of June)
7. **Sorting out New Graduate Student Applications for ELIT and ELT** (June/July)
8. **ELIT and ELT Conferences** organized by the department
9. **Faculty Activities** (Teachers' Day, 23 Nisan, 19 Mayıs, Makarna Günü, etc.)
10. **Other**