

RESEARCH ASSISTANT SUPPORT SCHEMA

(Latest Update: June 9, 2021)

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>
Technical and Technological Support (TTS) <i>(4 RAs)</i>	Sadenur D. Aslantatar S. Yağmur Kiper Barışcan Özkuzey Pınar Topal	<ul style="list-style-type: none"> ▪ All PC maintenance (classrooms & offices: 9+33+LAB) throughout the semester ▪ All technical equipment (e.g., projectors, printers, etc.) maintenance (esp. at the beginning of the semester) ▪ Assignment of IPs and their management by the TTS Coordinator S. Yağmur Kiper (for about a year) ▪ RAs on call at all times (daily shifts including lunch breaks) ▪ Updating of Department website ▪ Creating/updating conference websites ▪ Seminar for incoming undergrad students on how to use the registration program (every Sept.) ▪ Other duties assigned by the administration
Program & Admin Support (PAS) <i>(5 RAs)</i>	Özlem Arslan Alper Kesici Elzem Nazlı Sinem Oruç Asuman Şimşek	<ul style="list-style-type: none"> ▪ Program organization (Sept., Jan.. June) ▪ Section lists (Sept., Jan.. June) ▪ Final exam schedule (Dec., May, July) ▪ Re-sit Exam related work ▪ Record keeping of "Bölüm Aidatı" (Sinem Oruç) ▪ Supporting the Chair/Vice-Chairs/Advisors to the Chair when needed ▪ Sinem Oruç in charge of the website for BNC
Student Exchange Support (SES) <i>(3 RAs)</i>	Yeşim İpekçi Esra Karakuş Ayca Demir Ayaz	<ul style="list-style-type: none"> ▪ Exchange duties assigned by the group Coordinator (Prof. Dr. Martina Gracanin Yüksek)
RA Coordinator	E. Yasin Çiftçi	<ul style="list-style-type: none"> ▪ In charge of RA duties distribution

(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**