RA Support Schema

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

<table>
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<th>GROUPS</th>
<th>MEMBERS (alphabetically)</th>
<th>(A) SUPPORT DUTIES</th>
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</table>
| Technical and Technological Support (TTS) (4 RAs) | Sadenur D. Aslantatar S. Yağmur Kiper Barışcan Özkuzey Pınar Topal | - 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) (5 RAs) | Özlem Arslan Alper Kesici Elzem Nazlı Sinem Oruç Asuman Şimşek | - 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) (3 RAs) | Yeşim İpekçi Esra Karakuş Aycan Demir Ayaz | - Exchange duties assigned by the group Coordinator (Prof. Dr. Martina Gracanin Yükse) |
| RA Coordinator | E. Yasin Çiftçi | - 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**