**RESEARCH ASSISTANT SUPPORT SCHEMA**

**(Latest Update: September 23, 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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<tr>
<th>GROUPS</th>
<th>MEMBERS (alphabetically)</th>
<th>(A) SUPPORT DUTIES</th>
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</table>
| Technical and Technological Support (TTS) (4 RAs) | 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.)
- Coordination of Distance Education by Barışcan Özkuzey (for now)
- Other duties assigned by the administration |
| Program & Admin Support (PAS) (5 RAs) | 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) | Esra Karakuş, Aycan Demir Ayaz | - Exchange duties assigned by the group Coordinator Prof. Dr. Martina Gracanin Yüksek |
| 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**