**RESEARCH ASSISTANT SUPPORT SCHEMA**

(Latest Update: February 27, 2023)

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>
<thead>
<tr>
<th>GROUPS</th>
<th>MEMBERS (alphabetically)</th>
<th>(A) SUPPORT DUTIES</th>
</tr>
</thead>
</table>
| Technical and Technological Support (TTS) (4 RAs) | Barışcan Özkuzey Berkcan Köse Fatma Nur Öztürk 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 Barışcan Özkuzey  
▪ Shifts on call at all times (daily shifts including lunch breaks)  
▪ Updating of Department website  
▪ Seminar for incoming undergrad students on how to use the registration program (every Sept.)  
▪ Coordination of Distance Education by Berkcan Köse  
▪ Other duties assigned by the administration |
| Program & Admin Support (PAS) (3 RAs) | Alper Kesici Elzem Nazlı Sinem Oruç | ▪ Program organization (Sept., Jan., June)  
▪ Section lists (Sept., Jan., June)  
▪ Final exam schedule (Dec., May, July)  
▪ Re-sit Exam related work  
▪ 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) | Aycan Demir Ayaz Esra Karakuş Merve Bozbıyık | ▪ Exchange duties assigned by the group Coordinator Dr. Işıl Günseli Kaçar |
| RA Coordinator | Asuman Şimşek | ▪ 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. **Aramızda 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**