

# RESEARCH ASSISTANT SUPPORT SCHEMA

## **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>	Esra Ataman Zeynep Aysan Aycan Demir Ayaz S. Yağmur Kiper Pınar Topal	<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>▪ 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>▪ Other duties assigned by the administration</li> </ul>
<b>Program &amp; Admin Support (PAS)</b> <i>(5 RAs)</i>	Özlem Arslan Fatma Gümüşok Alper Kesici Elzem Nazlı Sinem Oruç	<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>▪ Resit 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>SUNY –TEFL Support</b> <i>(1 RA)</i>	Esra Karakuş	<ul style="list-style-type: none"> <li>▪ Duties assigned by the Program Coordinator (N. Korkut)</li> </ul>
<b>Student Exchange Support (SES)</b> <i>(2 RAs)</i>	Yeşim İpekçi Ayşe Tekşen Memiş	<ul style="list-style-type: none"> <li>▪ Exchange duties assigned by the group Coordinator (Prof. Dr. Martina Gracanin Yüksek)</li> </ul>
<b>RA Coordinator</b>	E. Yasin Çiftçi	<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 HoşGeldiniz (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