

# Official TESSAL Policy

## Introduction to TESSAL

The goal of the Teaching Enhancement via Small-Scale Affordable Labs (TESSAL) Center is to have experiments distributed throughout lecture courses in the Electrical and Computer Engineering undergraduate curriculum. With that goal in mind, the TESSAL Center has hired a group of Undergraduate Lab Assistants (ULAs) with the responsibility of assisting instructors in their facilitation of these in-class labs for the ECE 2020, 2040, and 3084 courses. The following information is available for the benefit of all instructors that would like the TESSAL ULAs support throughout the semester.

## Duties of the TESSAL ULAs

- ◆ The primary responsibility of ULAs is to assist in administering the standard TESSAL in-class labs. The ULAs will be trained to handle questions about the lab set-up and implementation, but not necessarily in the theory being taught in that class.
- ◆ ULAs are required to arrive on-time to class and prepared to assist in administering the TESSAL standard prepared in-class labs.
- ◆ ULAs are required to communicate respectfully with professors within 24 hours of receiving a correspondence to the official TESSAL email ([TESSAL@ece.gatech.edu](mailto:TESSAL@ece.gatech.edu)).
- ◆ ULAs will hold office hours available to students for 10 hours every week to supplement in-class lab time in case students were not able to complete the lab during class time.
- ◆ ULAs at all times will maintain an updated schedule of the labs to be held for each section of each course.

## What TESSAL ULAs Request of Course Instructors

- ◆ ULAs need the instructor to be present during the in-class session in order to handle detailed questions on how the experiment relates to the theory taught in the lecture part of the class and to collect the labs.
- ◆ ULAs need all TESSAL-related emails to go to the official TESSAL email ([TESSAL@ece.gatech.edu](mailto:TESSAL@ece.gatech.edu)) in order to facilitate communications.
- ◆ ULAs ask that the instructors who will be in charge of facilitating in-class labs familiarize themselves with the lab procedures before the lab, but not necessarily be adept at troubleshooting circuit issues.
- ◆ ULAs ask that instructors plan for in-class time to be set aside for labs instead of relying on TESSAL office hours due to the fact that ULAs do not have the space or capacity to handle that sort of volume during office hours. The TESSAL office hours and space are structured to be able to help students who could not finish all of their labs during class time.

## Other TESSAL Policies and Information

- ◆ TESSAL ULAs are not authorized to grade, collect, or store labs since they are not teaching assistants.
- ◆ TESSAL ULAs will not provide printed copies of labs as they do not have access to free printing.
- ◆ ULA office hours will usually be held in Van Leer C-352, unless posted otherwise on the door.
- ◆ Instructors are encouraged to give feedback and comments on labs, as we are always trying to improve the in-class lab experience for students.
- ◆ Instructors who wish to run non-standard labs are encouraged to work with the ULAs to get any possible support TESSAL is able to provide. ULAs will need a copy of the non-standard lab to review at least two weeks prior to the time of the in-class lab.