

# Special Topics - CS 2801-UTA

## Spring 2026

### Syllabus

#### Course Instructor

Melinda McDaniel

Office:

Email:

Office Hours:

Staff Members helping with TA coordination

Erika Burley

Faith LeFebre

#### Course Description

The College of Computing uses this course to track the training of its undergraduate teaching assistants (UTAs). There is information from Georgia Tech that we are required to go over with UTAs and a number of valuable teaching tips that we want to share.

#### Course Objectives

This special topics course is to prepare you for your work as an undergraduate TA for the College of Computing. The course objectives are as follows:

The TA knows how to grade fairly.

The TA knows how to help students in an effective manner.

The TA knows what resources are available on campus to help students with issues.

The TA knows about the federal and state laws affecting student privacy and learning.

#### Required Course Materials

There are no required materials for this course

#### What we expect from you

We expect you to take this course seriously and try to learn as much as you can from it. Although this is only a one hour course, there are requirements you must fulfill . **You could fail the course if you miss more than 2 of the required weekly activities (whether in-person or online) without letting us know in advance.**

**Attendance Policy:** Most of the activities are online/asynchronous, but there are a few weeks in which the activity requires in person attendance. Email Dr. McDaniel (mcdaniel@cc.gatech.edu) in advance if you know that you will be missing any of the in-person activities and she can work with you to make these up.

**Academic Integrity:** As a student, you are expected to comply with the University Honor Code found here:

<http://osi.gatech.edu/content/honor-code>. I report each instance of cheating to the Dean of Students. Read more about this process here: <http://osi.gatech.edu/content/academic-misconduct-process>

### **What you can expect from us**

We will try to provide materials that are helpful to you to make your experience as a College of Computing TA a good one. We will be clear about the expectations for this course and will send announcements about times and locations for the in-person sessions as early as we can so that you can plan accordingly. We will make sure that each of these sessions start and end promptly (they are each one hour long) so that you will not be late for your next class.

Ms. Burley and Ms. LeFebvre are available through email to help you with hiring or timeclock issues. Dr. McDaniel will be holding office hours for you (room 259) if you have any concerns during the semester related to TA concerns or just want to chat. We care about our College of Computing TAs and want to make sure you each feel that you are an integral part of the best community on campus!

### **Office of Student Disabilities Information**

Georgia Institute of Technology is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me.

If you are a student with a learning disability that requires reasonable accommodations, please contact the Office of Disability Services as soon as possible to arrange a confidential discussion about your needs and to obtain your Accommodation Letter. Please note that accommodations are not retroactive, so it is essential to discuss your needs with me as early as possible.