



كلية الهندسة  
College of Engineering

Electrical Engineering Department



جامعة الإمام محمد بن سعود الإسلامية  
IMAM MOHAMMAD IBN SAUD ISLAMIC UNIVERSITY

# Guide for Teaching Assistant

Department of Electrical Engineering

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## Contacts

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ÉSupports the Graduate Director with advising, hiring and admitting graduate students

ÉMaintain graduate student files

ÉProcess graduate student forms for academic progress

ÉAssists with teaching and research assistantships

## Semester Time Table (proposed)

Week Events Week 0 Electrical Engineering Labs TA Assignments

Week 1 ECE TA Labs Orientation/Meeting TA builds Syllabus and Grading

Rubric TA emails class

Week 2 Lab Begins Hand out syllabus and rubrics Discuss Lab Safety and policies

Weeks 3-15 TA Conducts Labs as per the time table and TA Enters grades of the Students

Last week of classes Practical Exam Final exam week Respond to any questions about grades By Thursday (11:59pm), Submit final grades to Head of the department and uploads on university web.

# Lab TA Responsibilities

The TA will conduct laboratory sessions according to the Laboratory Manuals.

- Be completely familiar with each lab prior to class.
- Work with the lab staff to acquire any equipment needed.
- Supervise the students as they perform the lab experiments.
- Make sure safety rules are followed.
- Answer any questions posed by the students.
- Report any damaged equipment or errors in the lab manual.
- Make sure students organize their workstations and place parts/equipment back.

# Lab TA Responsibilities

The TA will manage their assigned section.

- Provide students with TA office hours and email address.
- Provide the students with Lab notebooks and reports rubric (template will be made available on the ECE Labs website)
- General syllabus, safety rules, and report templates are available on the ECE Labs website
- Ask students to submit their undertaking consent forms and Safety Rules Acknowledgement form.
- Please go over this information during the first class.

# Lab TA Responsibilities

The TA is expected to score the pre-labs, notebooks, and reports in a fair and timely manner.

- The reports should be returned to the students at least one week prior to the next report submission date.
- The TA will keep the scores up to date in excel file.
- The TA will determine the final score and recommend a final grade to the Lab manager.

# Lab TA Responsibilities

The TA is expected to ensure safety to all participants.

- If you can't do it safely or are not sure, STOP. Never be a penalty for stopping due to safety concerns.
- Safety of the equipment is a secondary goal.



## Electrical Engineering Labs Locations

S No	Course	Lab Name	Remarks
1	EE 323 Fundamentals of Electronic Devices Lab	Circuit Lab SR 145	
2	EE 324 Electronic Devices and Application Lab	Circuit Lab SR 145	
3	Fundamentals of Electrical Circuit Lab EE226	Circuit Lab SR 145	
4	EE233 Digital Logic Circuit Lab	Digital Lab SR 137	
5	EE 332 Digital System Lab	Digital Lab SR 137	
6	Control Lab	Control Lab SR136	
7	Communication -I Lab	Control Lab SR136	
8	Communication ó II Lab	Advanced Communication Lab SR 122	

# Electrical Engineering Lab Manuals

The manuals and other useful materials can be downloaded from the college site given below:

<https://units.imamu.edu.sa/colleges/en/Engineering/studyprograms/Pages/default.aspx>

## Students Lab Kits

- Students are provided hand tools, test leads, breadboards, and other items that are used to set-up and perform experiments.
- One set of tools is required for each lab working group - usually two students.
- Students can purchase Lab kits online from [Electronix Express](#). More info on the [EE Lab website](#).

## Lab Equipment Maintenance

- Report all problems with equipment or the lab to the ECE Technician
- When reporting on particular equipment, please specify the bench number, room number and inventory number to identify it
- Small items, (e.g. resistor decade boxes and cables) should be labeled and left on the designated area.
- Cable ends that come loose should not be thrown away, as many can be reattached to the cable.

## Lab Equipment Maintenance

- It is your responsibility to keep the lab clean and report problems regardless of the source of the problem

# Interacting with Students

Students have the right to have their work assessed impartially.

Students have the right to privacy (FERPA).

- Only the student can have access to their grades, attendance, performance, etc.
- Privacy laws restrict parents' access to confidential student information. Parents may not ask you about the student.
- Don't talk about a student with another TA.
- Contact the Lab Manager/Coordinator for any issues that you feel may involve the student's right to privacy.

## Grades Reporting

- Scores **MUST** be reported to students and lab manager/coordinator in a timely manner
  - Use Excel to record the grades.
  - All final scores are due to the lab manager/coordinator no later than two days prior to the term's deadline for grade submission.
- You are free to adopt your own policies concerning discussions with students about final grades
  - You must answer student's questions.
  - You may require students to meet with you in person.  
You may request that students first email their concern
- Contact the lab manager for any issue that you cannot resolve.

## Lab Safety

Please visit the Safety, Rules & Regulations section of the Electrical Engineering Labs Website.

<https://units.imamu.edu.sa/colleges/en/Engineering/studyprograms/Pages/default.aspx>



Good Luck!

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