

COURSE ASSISTANT INFORMATION SHEET

Please Note:
- CAs may NOT be enrolled in the course they are CAing.
- CAs should plan to attend each session of the class.
- CAs must be on campus and ready to start work at the beginning of the quarter. Returning to campus after classes have begun, or leaving before final exam grading is completed is not acceptable.

See the CS CA website for further useful information: http://www.stanford.edu/group/sutacs/

Office Hours
CAs with 25% appointments are expected to hold at least 2 office hours per week, and CAs with 50% appointments at least 4 hours per week.

CAs may hold office hours in their own offices, or in the Gates CA office cubicles in rooms B24, B26 and B28 (basement, B wing). Use Google Calendar to reserve your office hours. To get access to the calendars, send your gmail address to Meredith Hutchin hutchin@cs.stanford.edu

Gates B24 and B26 are divided into 2 cubicles. Each cubicle serves as a CA office. Cubicles contain a desk, chairs, a phone, a computer, and a white board. Gates B28 is a larger room that can hold a few more people comfortably. A list of the cubicle numbers and phone numbers follows:

<table>
<thead>
<tr>
<th>Cubicle Number</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Gates B24A</td>
<td>(650) 725-4385</td>
</tr>
<tr>
<td>Gates B24B</td>
<td>(650) 736-1816</td>
</tr>
<tr>
<td>Gates B26A</td>
<td>(650) 723-6319</td>
</tr>
<tr>
<td>Gates B26B</td>
<td>(650) 736-1817</td>
</tr>
<tr>
<td>Gates B28</td>
<td>(650) 725-3378</td>
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</tbody>
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The CA offices will be locked when not in use, so CAs who hold office hours in Gates B24, B26 and B28 will need to get a key. We will be sending a list of the names of all our CAs to key@cs. If your name is on this list, you will be able to put down a $20 deposit and sign out a new Intellikey, or have your existing Intellikey reprogrammed for access to B24, 26 and 28. Keys are issued in Gates room 176. Note that your access to these rooms will expire at the end of the quarter.

Also note that the exterior basement doors will be LOCKED at 5:30pm every day, and all day Saturday and Sunday. Please remind your students that they will need to carry their Stanford ID cards with them and swipe them through the card reader on the door facing the Gilbert Biology Building in order to gain access to the basement CA offices.
Salary and Hours
The majority of our CS Course Assistant appointments are half-time (50%), with a small minority being quarter-time (25%). The appointment level represents the percentage of full-time employment. Thus, if you consider full-time work to be 40 hours, a half-time CA should expect to work an average of 20 hours per week during the 10-week quarter, and a quarter-time CA should expect to work an average of 10. Because most CS CA positions are salaried, timesheets do not need to be submitted.

Most CA appointments in CS are salaried rather than hourly. As such, we expect CAs to make a professional commitment to getting the job done. In some weeks, a CA position may require more than an average number of hours; in others, it may require less. If you discover that a position is consistently taking more time than you feel is appropriate, please feel free to talk about the situation with the faculty member teaching the course or with Meredith Hutchin in Gates 160.

Paydays are semi-weekly, and fall on the 7th and 22nd of each month. If the 7th or 22nd falls on a weekend, paychecks will be issued the preceding Friday.

Six paydays will occur during Winter quarter, on the following dates: January 22, February 5, February 22, March 7, March 22, April 7.

We strongly encourage you to sign up for Direct Deposit to receive your paychecks. Please sign up for Direct Deposit through Axess. If you request paper checks, they can be picked up from Steven Magness in Gates 187.

2015/16 pay rates have been set at $4554/qtr for a 25% CA position, and $9108/qtr for a 50% position. Post-candidacy Ph.D. students will be paid at a slightly higher rate of $4885 for a 25% CA position, and $9770 for a 50% CA position.

Tuition Credit
In addition to a salary, CAs are given a tuition benefit for each quarter they are appointed. A 25% appointment covers 5 units of tuition, and a 50% appointment covers 8-10 units of tuition.

Students on 50% appointments may take no more than 10 units per quarter without prior approval from their adviser, the department chair, and the dean's office (see http://gap.stanford.edu/7-3.html for the official policy statement). Prior approval is given in very rare circumstances.

CA appointments are often input into the payroll system after the University bills have been issued. This being the case, you may well receive a bill that does not show your CA tuition credit. If this happens, first check for updates to your student bill to see if the CA tuition credit has been added recently. If it has, go ahead and pay the remainder of your bill. If it hasn't, refer to the tuition line of the CA appointment offer message I emailed you; the CS Department will be paying this amount towards your bill. Subtract the appropriate amount from your bill, and then pay the rest of it. The Student Financial Services Office will not charge you late fees on the tuition portion left unpaid since it qualifies as departmental aid and you are not responsible for it. If you find that late fees have been
mistakenly applied, you can ask the Student Financial Services Office to waive them by filing a HelpSU ticket.

Health Insurance Subsidy for Students on Cardinal Care
Part of the compensation package for students on 25% (or higher) CA appointments is a subsidy that covers half of the quarterly Cardinal Care health insurance bill. The subsidy is directly credited to the University bill. Plan to pay the remaining half of the insurance bill out of your own funds. The CA position does not subsidize the Vaden Health Care Fee.

Students with Financial Aid
Students on federal loans such as Perkins, Stafford or Grad PLUS are required to notify Financial Aid if their financial support changes. A CAship can change loan eligibility, even if the funds have already been disbursed. We recommend students send an email to financialaid@stanford.edu asap to let them know about your CAship.

Food and drinks for Grading Sessions (midterm and final exam only)
We will pay reasonable costs for food for instructors, CAs and graders when that food is brought in to feed course staff involved in lengthy midterm or final exam grading sessions that run through lunch or dinner, or when the same course staff go out for a restaurant meal after grading has been completed.

Note that we do not cover costs for weekly grading sessions, or for more than one midterm or final per course. We also do not cover costs for food or treats brought in to feed students taking our classes.

“Reasonable costs” translates to up to $10 per person per grading session which is enough to cover, for instance, pizza, Chinese take-out, or sandwiches. Note that this amount includes taxes, delivery charges and tip. Please plan accordingly!

Sodas have been bulk-purchased and are stored in Claire Stager's office (Gates 182); please help yourselves as needed for midterm and final exam grading sessions.

Note that we do not provide sodas for weekly grading sessions, or for more than one midterm or final per course.

Remember that tips for delivery people should be in the $5.00 to $10.00 range, NOT 10-20% of the total bill.

Itemized receipts for food expenses should be submitted to Steven Magness in Gates 187 as soon as possible after the expense has been incurred. Be sure to include a list of the people attending the grading session with the receipt.

Handout/Copy Policy
1. Homework assignments, exams, solution sets, and the first 200 pages of handouts (per student) are free of charge. It doesn't happen very often, but if and only if there are more than 200 pages of handouts for your course, please read items #2-6.
2. (Again items 2-6 don't happen very often.) After the first 200 pages of handouts, all handouts cost 6.5 cents per page. Double-sided copies count as two pages (13 cents). Homework assignments, exams, and solution sets are all free.

3. Estimate the charges at the beginning of the quarter, and collect checks as soon as possible.

4. Checks should be payable to "Stanford University," and please ask students to indicate the course number on the checks.

5. Checks should be given to Steven Magness in Gates 187 by the instructor or CA (not the students).

6. SCPD students and auditors are also charged for course notes. Courses with large loose-leaf "readers" should have the Course Reader Department at the Bookstore make copies and sell them directly to students.

**Photocopying**
A copy account code will be provided to you by Steven Magness in Gates 187 upon request. This code may be used for copying course handouts on any copy machine at Gates. NOTE: Please try to estimate as closely as possible the number of copies needed each time you photocopy so that waste is kept to a minimum. Recycle barrels are located near each copy machine.

**Borrowing Equipment**
The following equipment is available for sign-out if it's needed for your class or section. To use the equipment, or to reserve it on a weekly basis, contact Steven in Gates 187:
- One Epson PowerLite Projector. This projector works with both PCs and Macs.
- One Tablet PC (Two of the more popular uses of the tablet are for hosting Live Meeting sessions and for Camtasia recordings. Both allow CA's to present/review materials and for the content to be captured along with their audio into a video file. Live Meeting allows students to join the session in real-time so that they can interact with the CA and ask questions. Camtasia can only capture video for on-demand viewing.
- One I-Mac laptop
- One Dell PC laptop.

**CA Library**
There is a small library of CS textbooks located in Claire Stager's office (Gates 182) which are available for borrowing by CAs. Texts are to be returned at the end of the quarter.

**Reserving Extra Rooms**
If a room is needed for a weekly discussion section, extra review session or midterm, contact Steven in Gates 187 with the day, time, number of students expected, reason for the extra meeting, and any special location requests. You'll be contacted via email as soon as a room confirmation from the University's Room Scheduling Office has been received. Please allow a few days for a response, and **do not** contact the Room Scheduling Office directly. They prefer to have one contact person per department, and will respond to your request by asking you to submit it through the department. Final exam rooms will be arranged with each course instructor approximately mid-quarter.
Honor Code
Please visit the Office of Community Standards website at:
http://studentaffairs.stanford.edu/judicialaffairs for, among other things:
• FAQs by Faculty
• Instructions for Reporting an HC Complaint
• Honor Code (policy & examples)
• Honor Code Interpretations -
• Fundamental Standard (policy & examples)

Course Website Access
To gain access to a course’s website, please fill out the web form available at:
tools.stanford.edu/cgi-bin/course-request

Communicating with SCPD Students
Following is some general information on CAing SCPD-broadcast courses: Stanford Center for Professional Development students (i.e. employees of SCPD member companies taking Stanford courses online) do not generally come on campus. If you are CAing a course broadcast by SCPD, be sure to inform your online students of your office phone number so they can reach you during office hours. Each of the CA cubicles in Gates B24 and B26 is equipped with a phone. It’s also very important that handouts, graded work and exams be sent out promptly to SCPD students via the courier boxes (one box is located in Gates 169, the first floor/B wing kitchen/copy room--it’s a mail slot at about eye level at the back of the room). The SCPD courier has daily pick-ups and deliveries. Do NOT expect SCPD students to come on campus to pick up handouts.