IC Teach: Why - Who - How

WHY? Each semester, the I&C School teaches around 60 courses with the help of Teaching Assistants (TAs). In addition, I&C students take classes in the Math and Physics Departments and we are asked to provide TAs for these courses as well.

The purpose of the IC Teach platform is to ensure that the TA load is fairly distributed among our PhD student population and to create transparency in the matching process.

Dear I&C PhD student -- Don’t forget: according to your hiring contract, 20% of your time is for teaching.

WHO is part of IC Teach?
All I&C PhD students with an EPFL employment contract, starting from their first day of employment until their defense date, are part of IC Teach. As much as possible, we will not assign teaching duties to PhD students who are within 6 months from the start or end of their studies.

HOW does the IC Teach platform work?
Prior to each semester, we collect from LDAP and IS-Academia the list of all I&C PhD students as well as the list of all courses.

Phase 1
Lecturers: Login into IC Teach. Indicate how many PhD assistants you need for your upcoming courses. You can select students from your own lab by checking the appropriate box. To choose specific students from other labs, please indicate their name in the text box. Also indicate in the text box the number of additional students you might need and specify the required profile.

Phase 2
PhD students: Login into IC Teach and check your status. If you have not already been assigned a particular course, you will see the list of courses for which TAs are still required and you get a chance to indicate your preferences.

Phase 3
Matching: We find a suitable match given the constraints. Teachers as well as students are notified of the assignments.

Phase 4
Reconciliation: A week after assignments have been sent out, a meeting is organized. Anyone who is not happy with his/her assignment
can attend and argue his/her case. Only requests that are brought to the attention of the IC Teach committee by people physically present during the meeting are considered. After the meeting has concluded, all assignments are final.

**Phase 5**

**Follow-up:** At the end of each semester IC Teach conducts a survey for every course. Both, lecturers as well as TAs have a chance to voice their opinion. The best TAs will receive a note of appreciation from the Dean. TAs with insufficient evaluations of their teaching duties will also receive a note from the Dean. In addition, only PhD students who are in good standing with regards to their teaching will receive support from the Dean with respect to fellowship applications, awards nominations, or any other actions that need central approval.

We thank you all for your help!

Sylviane Dal Mas (Deputy Head of Section)  
Patricia Silva (IC Teach Officer)  
Andre Schiper (Associate Dean for Education)  
Ruediger Urbanke (Associate Dean for Research)

P.S.: PhD students are invited to read the Section 5.6 “Working as a Teaching Assistant” in the PhD guide [http://acide.epfl.ch/page-59784-fr.html](http://acide.epfl.ch/page-59784-fr.html), pages 34 to 36.