IC Teach: Why – Who – How

WHY? Each semester IC teaches around 60 courses with the help of teaching-assistants (TA). In addition, IC students take classes in the Math and Physics departments and we are asked to provide TA for these courses as well.

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

EPFL requires that all PhD students contribute to teaching.

WHO is part of IC Teach? All IC 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 IS Academia the list of all IC PhD students as well as the list of all courses.

Phase 1

- **Lecturers**: Login into IS Academia. 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 any additional students you might need and specify the required profile.

Phase 2

- **PhD Students:** Login into IS-Academia and check your status. If you have not already been assigned to 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:** The IC Teach admin team finds a suitable match given the constraints. Teachers as well as students are notified of the assignments by email.

Phase 4

- **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 Genet (IC Teach Coordinator)
Rüdiger Urbanke (Associate Dean)

P.S.: PhD students are invited to read Section 5.6 Working as a Teaching Assistant in the PhD guide, pages 31 to 34.