

UNIVERSITY of
HOUSTON

COLLEGE of TECHNOLOGY
Department of Engineering Technology

LAB ASSISTANT ORIENTATION & TRAINING

MEET



EPET



CETE



Spring 2020



U N I V E R S I T Y of
HOUSTON

YOU ARE THE PRIDE

COLLEGE of TECHNOLOGY

**Department of Engineering
Technology**

**Spring '20 Lab Assistants
Orientation & Training Program
(Hybrid format)**

January 7th and 8th, 2020

Orientation and Training Program

On-line training section:

On-line modules check marked must be completed by TBA. In addition, you must select 3 additional modules and complete them by TBA.

In order to receive credit for the modules, you must write a brief reflection (a paragraph) describing the material reviewed and send to the training coordination team.

MODULES		
1	✓	Effective Educational Practice
2		Course Planning
3		Classroom Practice
4	✓	Teaching Techniques & Strategies
5		Documenting Your Teaching
6	✓	Teaching for Diverse Abilities and Learning Styles
7		Active learning
8		Dealing with Problems/Difficult Situations
9		Learner-centered teaching
10		The College Classroom
11		Research Mentor Training
12		Teaching-As-Research
13		Advancing Learning through Evidence-Based STEM Teaching

Modules 1-6 from Center for Excellence in Learning and Teaching (CELT) web site, Iowa State University: <http://www.celt.iastate.edu/teaching>

Modules 7-9 from Center for Excellence in teaching web site, University of Southern California:
http://cet.usc.edu/resources/teaching_learning/learnercentered/index.html

Modules 10-12 courses from Center for the Integration of Research, Teaching and Learning (CIRTL) web site: <https://www.cirtl.net>

* For some of these on-line courses it is possible to receive credit hours

Face-to-face training section:

Tuesday

General Session (Room 201-T2)

Time	Activity	Presenter
1:00 PM	<p>Welcome and opening remarks</p> <p>Lab Managers</p> <ul style="list-style-type: none"> • Organization overview • Names/Dept • Contact Information • Website • ABET 	<p>Dr. Moges ET Chairman</p> <p>Taylor</p>
1:20 PM	<p>Orientation</p> <ul style="list-style-type: none"> • Role of the Lab Assistant (Job Description) • Responsibilities <ul style="list-style-type: none"> Conduct Punctuality Grading Handling student material Grades Work Area Lab Equipment Dress Code • Disciplinary Procedures <ul style="list-style-type: none"> Verbal Warning Written Warning Probation and Dismissal • Evaluation Criteria 	Gallardo
1:50 PM	<p>Administrative procedures and responsibilities</p> <p>Time sheets Immigration Issues Students' registration DSTF and In-state tuition TA, IA, RA, SA, TF administrative Responsibilities</p>	Vilma Garza/Juan Cavazos
2:15 PM	BREAK	

2:30 PM	Lab Safety Guidelines Use of Chemicals Reporting Lab Assistant Managers Department Staff/Faculty Police Emergencies Fire	Taylor
3:15 PM	CETE/EPTE and MECT Labs Safety Tour	Taylor/Gallardo

Wednesday

Training Session

Time	Room	Activity	Presenter
9:00 AM	116A T-1	ABET & BBL Specific topics (hands on workshop): Cot-fs-01 organization Grade book Assessments Turn-it-in	Taylor
9:30 AM		ABET preparations	TBA
10:00 AM	116A T-1/ 219 T-2	CETE/EPTE/METE Specific labs Procedures: <ul style="list-style-type: none"> • Lab assistant assignments • Lab Operating hours: open labs • Opening and closing the labs • Lab Outlines • Lab Equipment and Manuals • Computers and Software usage • Copyrights: copy machine • Kits and components • Lab "0" • Activities Calendar • Blackboard Learn & Cot-fs-01 • Grades • Shared folder • Final Projects • Under Graduate Research Symposium • End-of-semester Activities 	Taylor /Gallardo

1:00 PM		New semester Preparations: Syllabus BBL First day of lab (Lab "0") Test of experiment Lesson plans	LA's and Graders
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CETE/EPTE Tutorials and workshops:

Room 214 T-2 at 10:00 AM

Date	TOPICS	Presenter
01/24/20	<ul style="list-style-type: none"> • Laboratories Work Philosophy • DSP TMS6000 (S/H)/ Code Composer (CCS) • DESIGN METHODOLOGY: low and high speed 	TBA
01/31/20	<ul style="list-style-type: none"> • BBL: surveys, assessments, <u>rubrics</u> and standards • LABVIEW (advanced) • MATLAB: GUI's, and interaction with real world and other software (advanced) 	TBA TBA TBA
02/07/20	<ul style="list-style-type: none"> • SENSORS INSTRUMENTATION • ARM and Arduino/Keil, code warrier (Techniques & Apps) • Interfaces and Protocols (Software/Hardware) 	TBA TBA TBA
02/14/20	<ul style="list-style-type: none"> • VHDL (Advanced) • FPGA: Use and applications • NETWORKING (hands on workshop) 	TBA TBA TBA
02/21/20	<ul style="list-style-type: none"> • MS PROJECT (hands on workshop) • MULTISIM (advanced) • Patent process 	TBA TBA
02/28/20	<ul style="list-style-type: none"> • PSOC: programming and applications • C++ and Java: review and applications • Control Systems 	TBA

CETE/EPTE Training Sessions

Date	Room	Activity	Presenter
03/06/20	219 T-2	Mixed Signal Oscilloscope Training	Brain Smith Entest
03/13/20	219 T-2	ARM cortex3/ Stellaris	William Hohl/Erick Welsh Technical Training Organization Manager Texas Instruments Inc. TBC
03/20/20	214 T-2	LABVIEW: Hands on Tutorial DAQ and CRIO	TBA Field Engineer National Instruments
03/27/20	201 T-2	Texas Instruments embedded portfolio and University Program	Cathy Wicks University Program Manager Texas Instruments Inc. TBC

The following presentations will be schedule during the semester

Presentation	Presenter	Date
Microcontrollers Workshop	Craig Kief <u>COSMIAC</u>	TBA
PSoC workshop: Advanced topics PSoC5 (ARM)	Patrick Kane University Program Cypress Semiconductors	TBA
Advance Matlab applications	Peter Sheridan Mathworks Education program Mathworks Inc.	TBA
CONTROL & TESTING AT NASA	Jose Cervantes NASA Systems Test Bench Specialist at Lyndon B. Johnson Space Center	TBA