

# CT-412-900 Summer Term 2025 Course Assistant Roles, Responsibilities, and Performance Evaluation

**Name:** Mr. Mirahn Alshamry

**College:** College of Computing and Informatics (CCI)

**Position:** Course Assistant (CA)

**Course:** CT-412-900, Summer Term 2025

## **Responsibilities:**

- Respond promptly and effectively to student questions throughout the course.
- Post timely and relevant announcements in Blackboard Learn.
- Assist students in completing all course assignments.
- Support the course professor in preparing and delivering asynchronous course lectures.
- Review all course lectures, course materials, and Blackboard Learn virtual classrooms for accuracy, clarity, and content.
- Collaborate with the professor to grade academic quizzes, discussion board posts, and writing assignments.
- Monitor the Gradebook to ensure timely student submissions. Contact students directly who fail to submit weekly assignments by the stated deadline.
- Communicate weekly with the course professor via MS Teams throughout the term.

## **Evaluation:**

Mr. Mirahn Alshamry served with distinction as the Course Assistant (CA) for CT-412-900 during the Summer Term 2025. His contributions were instrumental to the overall success of the course. Mirahn demonstrated exceptional professionalism, diligence, and subject matter expertise throughout the term. His collegiality with students and superb knowledge allowed him to serve as an extension of me in managing the course. He actively developed and refined course materials, recorded weekly lectures, and conducted quality reviews of both the lectures and the BB Learn virtual classrooms.

By identifying and resolving content inconsistencies, errors, and functionality issues immediately, Mirahn ensured that students experienced a seamless and reliable learning environment. In addition, Mirahn worked directly with students to address course- and quiz-related challenges. His responsiveness and support provided significant value to the students, enhancing their learning outcomes and confidence in the course material.

## **Recommendation:**

I strongly and unequivocally recommend Mirahn for recognition by CCI in the future. His dedication, initiative, and commitment to excellence exemplify the highest standards expected of a CA. I fully support his nomination for any awards offered to CAs who have demonstrated exceptional performance.

Furthermore, I would be honored to work with him again in future courses. I also recommend him for consideration for higher positions within CCI or for any Drexel University scholarship opportunities available to outstanding students. Mirahn is the consummate professional, and his contributions deserve formal recognition.

*//s//*

Professor Christopher L. Stevens