RSMAS TA Training

August 22, 2011
For Fall 2011 and
Spring 2012 TAs
Outline

• Introduction
• Basic Learning Theories
• Classroom Culture
• Classroom Management
• Assessment
TA Guidelines

• Complete online TA training (the graduate school will contact TAs by email before the start of the academic year)

• Foreign students must pass a ‘Speak test’ (the graduate school will contact TAs by email before the start of the academic year)

• Complete RSMAS TA training workshop
  – Two sessions: Monday AND Tuesday (August 22-23, 2011)
  – One breakout group with practice mini-lesson and feedback: Wednesday OR Thursday (August 24 or 25, 2011)

• Meet with faculty BEFORE the beginning of the semester to discuss duties/expectations (preferably before TA training)

• Attend first day of class to be introduced to students
TA Guidelines

• Set up and maintain consistent office hours. Add your name, contact information, and office hours (location/time) to the course syllabus.

• The student must have a minimum of 2 significant teaching opportunities during the semester. This could be a lecture, a discussion section, or a lab. (For more ideas, see Appendix A)

• Perform a mid-semester evaluation together with faculty instructor (See Appendix C for procedure).

• Perform an end-of-semester evaluation together with faculty instructor that will include a discussion of the course evaluations.
• Mid-semester Evaluations
• End-of-year Evaluations
• TA of the Year Award
  – Three categories:
    • Undergraduate Lecture
    • Undergraduate Lab
    • Graduate Course
  – Winners will have the opportunity to lead the training the following year.
What do you think makes a good TA?

1. Be available to your students.
2. Be organized.
3. Get students interested and involved.
4. Be positive.
5. Remember you were once in their shoes.
TA Don’ts

What do you think is off limits as a TA?

1. Helping students cheat on exams.
2. Disclosing personal information of students.
4. Helping too much on assignments.
Conflicts of Interest

• What is meant by conflicts of interest?

• How can you apply this to TA situations?
  – Grading the exam of a friend.
  – Being Facebook friends with your students during the course.
  – Dating one of your students.

• If you perceive a possible conflict of interest, it is important to discuss this with your Instructor ASAP.