First Time Teaching Assistants

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Session Outline

• **Inside the Classroom**
  • Coping with nerves
  • Establishing your teaching persona
  • Teacher-Student Relationships
  • Diversity Awareness
  • Clarity of Expectations and Policies

• **Outside the Classroom**
  • Departmental Requirements
  • Logistical Concerns

• **Q & A**
Inside the Classroom:
Before Classes Begin

• Preparation = lower anxiety
  • Include full calendar in syllabus
  • Have a “Plan B” ready every day
  • Print your class roster.
  • Phone Numbers

• Know where to get classroom materials.

• Before the first day, check:
  • Keycard or Key for classroom door
  • Classroom layout
  • Technology
    • Do you know how to use this technology?
    • Do you have to request adapters?
    • Do you need an access key or password?
Faculty Dashboard

My Courses & Rosters

Term: Summer 2018

MCLS - GLOBAL LITERACY

Course: 20000
Section: 010
CRN: 11109
Location: WEB COURSE
Schedule Type: Lecture

Grading Resources

- Academic Presence Verification Roster
- Academic Presence Verification Roster User Information
- Grade Change Workflow
- Grade Processing Deadlines
- Grade Push
- Grade Push User Information
- Final Grades
Inside the Classroom: Teaching Persona

- Establish your presence
  - Have them call you Mr., Mrs., or Miss if it makes you more comfortable
- Know your duties!
- Know your syllabus!
- Student accommodations:
  - Students with disabilities [http://www.kent.edu/sas](http://www.kent.edu/sas)
  - Student Athletes (will be notified by student)
- Academic Presence Verification Roster
  - [https://www.kent.edu/registrar/academic-presence-verification-roster](https://www.kent.edu/registrar/academic-presence-verification-roster)
Inside the Classroom: Diversity Awareness

- Disability
- Sexual Orientation
- Culture
- Religion
- Race/Ethnicity
- Socio-economic Status
- Age
- Gender
Visible and Invisible Diversity

• **Visible Diversity**
  - Examples: age, race, sex, ethnicity, accent, and/or other physical attributes

• **Invisible Diversity**
  - Examples: socio-economic status, work experience, sexual orientation, parental status, religious affiliation and beliefs, nationality, geographic location of birth, political views

• **Personal Diversity**
  - Recognition that no two individuals are exactly alike
Diversity in the Classroom

Kent State is a unique place!

Some types of diversity you may come across as a TA:

• First Generation Students (First-Gen)
• Minority Students
• Traditional and Non-traditional Undergraduate Students
• Students with Disabilities
• Students who identify as LGBTQ
• International Students
Inside the Classroom: Teacher-Student Relationships

• Don’t let students walk all over you.
  • Be flexible but firm.
  • Avoid inappropriate situations.

• Give yourself 24 hours to respond to student emails.

• Keep necessary phone numbers in your phone (campus security, student access, etc).

• Keep all correspondence in written form—make policies clear.

• Keep graded material for at least one year.

• Don’t hesitate to use the Early Alert System if you are concerned about a student.
  • [http://www.kent.edu/success/earlyalert](http://www.kent.edu/success/earlyalert)
Inside the Classroom: Grades

• Enter Grades often on Blackboard Learn
  • Don’t surprise students with their grades!

• Final grades must be entered in Flashline at the end of the semester
  • Midterm grades are required for all lower-division courses (levels 00000, 10000, and 20000)

• All grades must be kept confidential!
  • FERPA https://www.kent.edu/registrar/ferpa
  • Grade Push https://www.kent.edu/provost/grade-push
The TA
Outside the Classroom

I Love My Job!
Teacher Assistant
Outside the Classroom: Things to Consider

• Confidentiality also applies outside of the classroom

• Familiarize yourself with the administrative structure of your department

• Don’t neglect your personal life
  • Self-care is important!

• Find out who is teaching similar classes if you need help
<table>
<thead>
<tr>
<th>Courses</th>
<th>University Policies</th>
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<tbody>
<tr>
<td>View Schedule of Courses</td>
<td>Student Records Policy (FERPA)</td>
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<tr>
<td>Includes section status, book</td>
<td>Student Cheating &amp; Plagiarism Policy</td>
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<td>store link, and registration</td>
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<tr>
<td>and tuition credit</td>
<td>Student Cheating &amp;</td>
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<td>deadlines</td>
<td>Plagiarism Sanction Form</td>
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<td>Grades/Transcripts</td>
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<td>Processing Dates</td>
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<td>Office of the University</td>
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<tr>
<td>Registrar Calendar</td>
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<td>Important dates by term</td>
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<tr>
<td>Registration, Final Exam</td>
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<tr>
<td>&amp; Application for</td>
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<tr>
<td>Graduation Calendars</td>
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<tr>
<td>Registration Deadlines and</td>
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<tr>
<td>Tuition Credit Search</td>
<td></td>
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Outside the Classroom: Paycheck and Benefits

• **Bi-monthly paycheck**
  - First paycheck is usually issued two weeks after the beginning of the semester – September 15th
  - 15th and 30th of every month (except early in December)
  - Check Flashline for your paystubs

• **Benefits of being a Graduate Assistant**
  - Discounted Health Insurance
  - State Employee discounts on your cell phone bill
  - Free Microsoft Office products
  - University Bookstore discount
Graduate Research Assistants (GA)

- Assignment to one or more faculty
- Regular meetings with supervisor
- Faculty research projects – academic research
- Assist with:
  - Grant applications
  - Data entry and analysis – data collection?
  - Editing and preparation of manuscripts
  - Preparation of IRB documents
  - Literature review
- Opportunity to get published
- Supervise undergraduate students working on the same project
- More flexibility
Administrative Assistant (AA)

- Routine clerical duties
- Organize events on campus
- Report write-up
- Correspondence with other campus offices
It’s okay if...

• Your students do not show up to office hours after you repeatedly told them that you are available.
• You change it up and try something different if a lesson plan does not work – seek advice.
• Students are silent when you ask questions - embrace the silence, even how awkward it will be at first.
• You ask students whether they understand the material as you go before moving forward quickly.
• You repeat instructions and due dates for clarity, especially those related to assignments.
What resources are available for teaching assistants?
Resources for TAs: Online Resources

• The Center for Teaching and Learning: http://www.kent.edu/ctl

• Student Mediation Services: http://www.kent.edu/studentconduct/mediation

• GSO Complex Conversations: https://www.kent.edu/graduatestudies/gso-conversations

• Technology Workshops: https://training.kent.edu/

• Blackboard Tutorials (YouTube)

• A.L.I.C.E. Training: https://www.kent.edu/success/alice-workshops
## Resources for TAs: On-Campus Resources

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<tr>
<th>Resource</th>
<th>URL</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Success Center: Tutoring</td>
<td><a href="http://www.kent.edu/asc/univ-tutoring">http://www.kent.edu/asc/univ-tutoring</a></td>
<td>330-672-3190</td>
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<td>Career Services Center</td>
<td><a href="www.kent.edu/career">www.kent.edu/career</a></td>
<td>330-672-2360</td>
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<td>Center for Adult &amp; Veteran Services</td>
<td><a href="www.kent.edu/cavs">www.kent.edu/cavs</a></td>
<td>330-672-7933</td>
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<td>Counseling &amp; Human Dev. Center</td>
<td><a href="http://chdc.educ.kent.edu">http://chdc.educ.kent.edu</a></td>
<td>330-672-2208</td>
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<tr>
<td>Diversity, Equity &amp; Inclusion</td>
<td><a href="www.kent.edu/diversity">www.kent.edu/diversity</a></td>
<td>330-672-8540</td>
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<td>Financial Aid</td>
<td><a href="www.kent.edu/financialaid">www.kent.edu/financialaid</a></td>
<td>330-672-2972</td>
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<tr>
<td>Office of Global Education (OGE)</td>
<td><a href="http://www.kent.edu/globaleducation">http://www.kent.edu/globaleducation</a></td>
<td>330-672-7980</td>
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<tr>
<td>LGBTQ Center</td>
<td><a href="http://www.kent.edu/lgbtq">http://www.kent.edu/lgbtq</a></td>
<td>330-672-8008</td>
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<td>Math Emporium</td>
<td><a href="www.kent.edu/mathemporium">www.kent.edu/mathemporium</a></td>
<td>330-672-9494</td>
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<tr>
<td>Portage County Veterans Services</td>
<td><a href="www.co.portage.oh.us/veterans.htm">www.co.portage.oh.us/veterans.htm</a></td>
<td>330-672-9487</td>
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<tr>
<td>Psychological Services</td>
<td><a href="http://www.kent.edu/psych">http://www.kent.edu/psych</a></td>
<td>330-672-8016</td>
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<tr>
<td>Sexual Assault Response Team</td>
<td><a href="www.kent.edu/srvss">www.kent.edu/srvss</a></td>
<td>330-672-3391</td>
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<tr>
<td>Student Accessibility Services</td>
<td><a href="www.kent.edu/sas">www.kent.edu/sas</a></td>
<td>330-672-2322</td>
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<tr>
<td>University Health Services</td>
<td><a href="www.kent.edu/uhs">www.kent.edu/uhs</a></td>
<td>330-672-9230</td>
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<tr>
<td>Women’s Center</td>
<td><a href="www.kent.edu/womenscenter">www.kent.edu/womenscenter</a></td>
<td>330-672-1787</td>
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<tr>
<td>Writing Commons</td>
<td><a href="www.kent.edu/writingcommons">www.kent.edu/writingcommons</a></td>
<td>330-672-1787</td>
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Q & A

• **How do you plan a lesson?** What are the parts of a lesson plan?

• What are some ways you can establish a teaching persona?

• If you make a PPT for your lesson, but find the computer isn’t working, what will you do?
Thank you!

Graduate Student Orientation

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