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.

• 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?
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
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 all correspondence in written form.

• 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](https://www.kent.edu/registrar/ferpa)
  • Grade Push [https://www.kent.edu/provost/grade-push](https://www.kent.edu/provost/grade-push)
The TA
Outside the Classroom
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
Outside the Classroom: Paycheck and Benefits

• **Bi-monthly paycheck**
  - First paycheck is usually issued two weeks after the beginning of the semester – September 15\(^{th}\)
  - 15\(^{th}\) and 30\(^{th}\) 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?
Teaching Assistant Training Program

Sponsored by Graduate Student Orientation and the Division of Graduate Studies

- Gain access to teaching resources that will help you as a teaching assistant now or in the future
- Watch the video lessons with valuable information
- Take the quiz at the end
- If you pass, you will receive a TATP Certificate of Participation that you can put on your CV or resume

For more information, visit: https://www.kent.edu/graduatestudies/teaching-assistant-training-program
Resources for TAs:
Online Resources

- The Center for Teaching and Learning: [http://www.kent.edu/ctl](http://www.kent.edu/ctl)
- Student Mediation Services: [http://www.kent.edu/studentconduct/mediation](http://www.kent.edu/studentconduct/mediation)
- GSO Complex Conversations: [https://www.kent.edu/graduatestudies/gso-conversations](https://www.kent.edu/graduatestudies/gso-conversations)
- Technology Workshops: [https://training.kent.edu/](https://training.kent.edu/)
- Blackboard Tutorials (YouTube)
### Resources for TAs: On-Campus Resources

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<tr>
<th>Resource</th>
<th>Website</th>
<th>Phone</th>
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<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="http://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>
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<td>Counseling &amp; Human Dev. Center</td>
<td><a href="http://chdc.edu.kent.edu">http://chdc.edu.kent.edu</a></td>
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<td>Diversity, Equity &amp; Inclusion</td>
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<td>Office of Global Education (OGE)</td>
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<td>LGBTQ Center</td>
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<td>330-672-8008</td>
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<td>Math Emporium</td>
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<td>Portage County Veterans Services</td>
<td><a href="http://www.co.portage.oh.us/veterans.htm">www.co.portage.oh.us/veterans.htm</a></td>
<td>330-297-3545</td>
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<td><a href="http://www.kent.edu/psych">http://www.kent.edu/psych</a></td>
<td>330-672-2487</td>
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<td>Sexual Assault Response Team</td>
<td><a href="http://www.kent.edu/srvss">www.kent.edu/srvss</a></td>
<td>330-672-8016</td>
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<td>Student Accessibility Services</td>
<td><a href="http://www.kent.edu/sas">www.kent.edu/sas</a></td>
<td>330-672-3391</td>
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<td>University Health Services</td>
<td><a href="http://www.kent.edu/uhs">www.kent.edu/uhs</a></td>
<td>330-672-2322</td>
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<td>Women’s Center</td>
<td><a href="http://www.kent.edu/womenscenter">www.kent.edu/womenscenter</a></td>
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<td>Writing Commons</td>
<td><a href="http://www.kent.edu/writingcommons">www.kent.edu/writingcommons</a></td>
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thank you!

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