

First Time Teaching Assistants

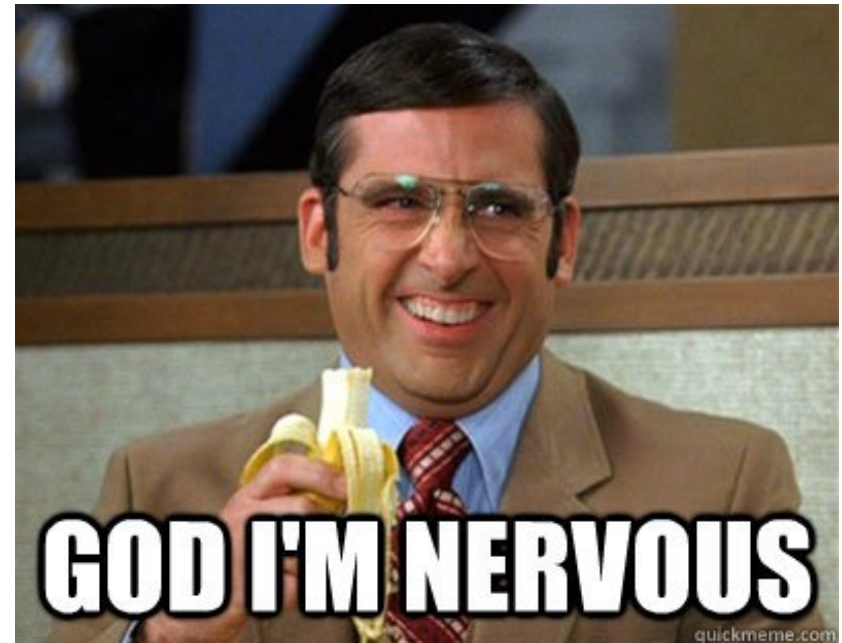


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Kent State University
August 2019

Session Outline

- **Inside the Classroom**
 - Preparedness and Nerves
 - Classroom Management
 - Healthy Boundaries
 - Diversity Awareness
 - Clarity of Expectations and Policies
- **Outside the Classroom**
 - Departmental Requirements
 - Logistical Concerns
- **Other Appointments**
- **Q & A**



Inside the Classroom: Before Classes Begin

- **Preparation can help lessen anxiety.**
 - Include full calendar in syllabus and have syllabus uploaded or printed on the first day of class
 - Print your class roster
 - Have key numbers and apps already in your phone
 - SUSO and KSU Mobile are helpful apps!
 - Plan for alternative lesson plans (each class)
- **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?



Search FlashLine...

Events Calendar

My Lists



Faculty Dashboard

Faculty Dashboard

Resources ▾



Blackboard Learn



Class Rosters:
Summary View



Schedule of
Courses
(view only)



Academic
Calendar



KentLINK Library
Catalog



FlashFolio



FlashPort: Faculty
Learning &
Support

My Courses & Rosters

Fall 2019 ▾

Schedule

Roster

Grading

Grading Resources

Academic Presence Verification
Roster



Inside the Classroom: Classroom Management

- **Establish your presence**
 - Tell students how to address you
- **Know your responsibilities as instructor**
- **Know your syllabus (policies)**
- **Student accommodations:**
 - Students with disabilities <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>



Visible and Invisible Diversity Awareness

- **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, and/or political views
- **Personal Diversity**
 - Recognition that no two individuals are exactly alike



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, and/or 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
- Non-traditional Undergraduate Students
- Students with Disabilities
- Students who identify as LGBTQ+
- International Students



Inside the Classroom: Healthy Boundaries

- **Don't let students walk all over you.**
 - Be flexible but firm.
 - Avoid inappropriate situations.
- **Don't give out personal information to students—use your KSU email, office phone, and avoid social media connections with current students.**
- **Give yourself time to respond to student emails or requests.**
- **Keep necessary phone numbers in your phone (campus security, student access, etc).**
- **Keep all correspondence in written form—make policies clear and consistent.**
- **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>



Inside the Classroom: Grades

- **Enter grades promptly 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)
 - Grade Push
<https://www.kent.edu/provost/grade-push>
- **All grades must be kept confidential!**
 - FERPA <https://www.kent.edu/registrar/ferpa>





My Dashboard

Welcome

Student

Employee

Faculty & Advisors

University Resources



My Courses & Rosters

Course: 21011 Section: 095 CRN: 21045

Location: WEB COURSE

Schedule Type: Lecture

Official Section Dates Type: 1 - Full Term 2019-01-14 through 2019-05-05

Instruction Method: 100% Online-No Set Meet Times

Enrolled: 18 of 19 seats filled.

ENG - LITERATURE IN THE US II

Course: 25005 Section: 001 CRN: 13301

Meeting Time: Tuesday: 3:45 PM - 5:00 PM
Thursday: 3:45 PM - 5:00 PM

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

Incomplete Mark Contract

Late Registration Approval

Midterm Grades

Go to top



The TA Outside the Classroom



Outside the Classroom: Things to Consider

- **Confidentiality applies outside of the classroom, too!**
- **Familiarize yourself with the administrative structure of your department**
- **Maintain your personal, student, and teacher roles—balance is key to success!**
- **Ask for syllabi on file for the course(s) you're teaching**
 - You can also ask colleagues or mentors for their assignment sheets or syllabi
- **Ask for help or report issues when you need to!**



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



Other Appointments: 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**



Other Appointments: 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 and keep trying new techniques.
- 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

Academic Success Center: Tutoring	http://www.kent.edu/asc/univ-tutoring	330-672-3190
Career Services Center	www.kent.edu/career	330-672-2360
Center for Adult & Veteran Services	www.kent.edu/cavs	330-672-7933
Counseling & Human Dev. Center	http://chdc.educ.kent.edu	330-672-2208
Diversity, Equity & Inclusion	www.kent.edu/diversity	330-672-8540
Financial Aid	www.kent.edu/financialaid	330-672-2972
Office of Global Education (OGE)	http://www.kent.edu/globaleducation	330-672-7980
LGBTQ Center	http://www.kent.edu/lgbtq	330-672-8008
Math Emporium	www.kent.edu/mathemporium	
Office of Student Ombus	http://www.kent.edu/studentaffairs/student-ombuds	330-672-9494
Portage County Veterans Services	www.co.portage.oh.us/veterans.htm	330-297-3545
Psychological Services	http://www.kent.edu/psych	330-672-2487
Sexual Assault Response Team	www.kent.edu/srvss	330-672-8016
Student Accessibility Services	www.kent.edu/sas	330-672-3391
University Health Services	www.kent.edu/uhs	330-672-2322
Women's Center	www.kent.edu/womenscenter	330-672-9230
Writing Commons	www.kent.edu/writingcommons	330-672-1787



Other GSO Sessions to Attend:

- **Blackboard Design**
 - Room 315
 - 1:20-2:00p and 3:00-3:40p
- **Blackboard Grading**
 - Room 315
 - 2:10-2:50p and 3:50-4:30p
- **Complex Conversations**
 - Room 318
 - 3:00-3:40p
- **Principles of Effective Teaching**
 - Room 317
 - 1:20-2:00p and 3:50-4:30p





Q & A

- **How do you plan a lesson?** What are the parts of a lesson plan?
- What are some ways you can establish an authentic pedagogical style?
- **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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