

PS 501A & 501B—TA Training
Department of Political Science
Fall 2014 and Winter 2015 – Mondays, 4-5:30 pm, Ellison 3814

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Teaching Assistant Training (TAT) is a two-quarter sequence. We usually meet every other Monday. This quarter, we will meet Oct. 13, Oct. 27, Nov. 3, Nov. 17, Dec. 1 and Dec. 8.

Seminar Goals:

By the end of this seminar, you should...

- Understand departmental norms and procedures involved in being a TA in Political Science. This includes an understanding of the responsibilities of the office staff, the purpose and objectives of a discussion section, communication norms with faculty, fellow TAs, and students, and the important role of the TA in Political Science.
- Feel competent in leading discussion sections, including: designing a section or lab; using technology in the classroom; utilizing the board, overhead projector, as well as using handouts; and answering students' questions.
- Understand how to evaluate student performance, including how to grade exams and papers, give proper feedback to students, calculate grades, and keep accurate records of student performance.
- Be able to evaluate students' needs and direct them to campus resources that may be effective in helping them. Understand your role as a teaching professional at UC Santa Barbara.
- Know how to act in uncomfortable or threatening situations with students, as well as know which campus and departmental resources may assist you.
- Develop an understanding of how to perform effectively as a discussion leader and as an instructor of Political Science.
- Build an awareness of the many campus resources available to students and TAs.

Requirements:

Attendance: All seminar meetings are required.

Readings: We will distribute readings and handouts to you for the following week through a shared dropbox (www.dropbox.com) folder. Please complete readings prior to our meeting.

Classroom Observation: You must attend and observe at least two discussion sections led by an advanced graduate student in the Fall Quarter. We will provide a list of experienced TAs you may contact to coordinate classroom observations.

Faculty Observation: You must have a faculty member or Lead TA observe at least one of your discussion sections once you have your first TA assignment. This is simply a chance to get constructive feedback while you are still early in your teaching career.

Videotaping: All TAs must have at least one discussion section videotaped in consultation with Instructional Development. To schedule a classroom videotaping, email Instructional Development at tavideo@id.ucsb.edu and provide times you would like to be videotaped. A video consultation is the second critical part of your videotaping experience. Having a trained and objective person in the room with you can better facilitate your learning from the videotape. Each consultation is completely confidential and lasts approximately 50 minutes. For more information, please visit <http://oic.id.ucsb.edu/consulting-services/classroom-videotaping-consultation>

Seminar Schedule :

Monday, October 13

- Introductions
- TA Training – Course Description
- TA Responsibilities –
- Intro to UCSB and the undergraduate student population –
- Introduction to the TA Union – Guest: Amanda Zeddy
 - Handouts:
 - TAT Syllabus
 - TAT Classroom Observation/Mentorship Program List
 - Readings
 - Recommendations for First-Time TAs
- FERPA

Monday, October 20 – No Class

Monday, October 27

- Becoming an effective Teaching Assistant
 - Readings:
 - “Twelve Easy Steps to Becoming an Effective Teaching Assistant”
 - “Teaching Dos and Don’ts”
 - Running a Discussion (chapter)

Monday, November 3 –

- Running effective discussions and what to do on the first day.
 - Readings:
 - “What to do the first day of class”
 - “Making Discussion Sections and Lectures More Interesting”
 - “Advice from other TAs”
 - “Encouraging Participation in the Classroom”
 - “How to Help Students Remember and Understand”
 - “Checking for Student Understanding”
 - “Motivating your Students”
 - Sample syllabi

Monday, November 10 -No Class

Monday November 17 –

- How should you ask questions and how should you respond to students' questions?
 - Readings:
 - “Asking probing questions”
 - “Asking questions: Wait Time”
 - “Effective Questioning”
 - “Question and Answer Tips”
 - “Redirecting Questions”
 - “Thinking is Driven by Questions”
- When students haven't done the reading.
 - Readings:
 - “When Students have not Done the Reading”
- The American/Californian/UCSB Classroom: adjusting your teaching to Gaucho culture.
 - Guest Speaker: Chia-Chien Chang
 - Readings:
 - International Students Handbook: <http://oic.id.ucsb.edu/international-ta-handbook>
 - Responding to Tragedy in IV
- Hand out grading samples

Monday, November 24 – No ClassMonday, December 1

- Grading: How to grade effectively, consistently and accurately
 - Readings:
 - Preventing Academic Dishonesty**
 - E-grades tips sheet
 - *New York Times*' article on plagiarism
 - UCSB TA Development Program: Grading Rubrics
 - Using Rubrics – Guest: Caleb Miller

Monday, December 8

- Senior TA Panel
 - Please come prepared with at least two questions to ask our experienced TAs.

First meeting next quarter: Monday, January 12

- Reflections on classroom observations
- Grading papers and exams (continued)
- Winter 2015 Syllabus Distributed

Other Campus Services:

Instructional Development (ID) Workshops: You are encouraged, but not required, to attend ID's quarterly workshops. A current list of workshops is available their website: <http://oic.id.ucsb.edu/ta-training-programs/ta-workshops-seminars>. For your convenience, here is a brief overview of their workshops for the fall quarter. Please note that spots are limited, and you need to sign up in advance.

- Teaching Quantitative Concepts –
 - Tuesday, Oct. 7 – 10:00-11:00am

- Common Concerns of First-Time TAs –
 - Friday, Oct. 10 – 10:00-11:00am
- Avoiding and Managing Conflict in Section and Lab –
 - Monday, Oct. 13 – 2:00-3:00pm
- International TAs: How to Run Effective Sections for UCSB Students
 - Tuesday, Oct. 14 – 1:00-2:00pm
- Improving Your Teaching and Your Students' Learning
 - Thursday, Oct. 16 – 10:00-11:00 pm
- Teaching to Diverse Learners in Labs and Discussion Sections
 - Tuesday, Oct. 16 – 12:30-1:30am
- Developing Your Teaching Philosophy Statement
 - Thursday, Oct 23 – 10:00-11:30am
- Preparing your CCUT Portfolio
 - Tuesday, Oct. 28 – 2:00-3:00pm
- Creating Interactions with Active Learning
 - Tuesday, Oct. 15 – 11:00-12:00pm

Campus Learning Assistance Service (CLAS): helps students increase their mastery of course material through course-specific tutoring and academic skills development. Visit their website: www.clas.ucsb.edu. Sign up for services at their main office, Student Resource Building, Room 3210, Monday-Friday 9am to 5 pm. 805.893.3269

Counseling & Psychological Services and Career Services: offers counseling for personal & career concerns, self-help information and connections to off-campus mental health resources. 805.893.4411 (Counseling and Psychological Services) and 805.893-4412 (Career Services)

Student Health Social Services: provides a range of services to help students identify and overcome obstacles to academic performance stemming from financial, medical, emotional, social, or family situations. 805.893.3380

Disabled Students Program (DSP): provides academic support services to eligible students with temporary and permanent disabilities. Accommodations may include additional time for exams, separate testing rooms, access to computers, etc. Please inform the professor if you require special classroom accommodations due to a disability. You must register with DSP prior to receiving these accommodations, and you must re-register each quarter. 805.893.2668

Veterans Resource Center: provides academic career support to the large student veteran population on campus as well as those with loved ones in the military. 805.893.4724

PS 501B—TA Training
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Winter Quarter - 2015:

(Presentation dates subject to change)

Monday January 12

- Grading papers and exams (continued)
- Reflections on classroom observations
- Guest Speaker: Prof. Digeser - TAing in large classes
- TA Evaluations Overview

Monday January 19 – No Class – University Holiday

Monday January 26

- Guest Speaker: Gary White, Disabled Students Program
- Guest Speaker: Paul Rivas, Campus Learning Assistance Services
- Guest Speaker: International Students Services

Monday, February 2 – No Class

Monday, February 9

- Guest Speaker: Carol Saucedo, Office of Equal Opportunity & Sexual Harassment
 *Please complete the online sexual harassment training before this meeting
- Guest Speaker: Judicial Affairs

Monday, February 16 – No Class – University Holiday

Monday, February 23

- Guest Speakers: Veteran Affairs
- Guest Speakers: Counseling Services

Monday, March 2

- Mock TA Presentations

Monday, March 16

- Mock TA Presentations (continued)