



COLLEGE OF LETTERS & SCIENCE

Graduate Affairs Community Inaugural Meeting

TA Training

Lynne Prost

May 10, 2022

Reminders

- Please stay muted throughout the presentation
- This session will be recorded
- Questions may be submitted via Chat throughout the session
- We will have a Q&A at the end of each section
- All materials are found here: <https://kb.wisc.edu/lis/118042>



Welcome



Lynne Prost
Assistant Dean for Graduate Student
Academic Affairs



Laura Fisk
Human Resources Associate Director
for Graduate Assistants



Agenda

I. Recap - Admin Topic of the Month Meetings

- Thank you for your participation and feedback
- Turning momentum into the L&S Grad Affairs Community

II. TA Training

- GAPP requirement
- L&S TA Training Overview
- Other relevant TA trainings
- Coordination with departmental trainings

III. Feedback, Discussion, Q&A



L&S Admin Topic of the Month Recap

- Thank you to those who attended!
- Resources are all available on the KB:
<https://kb.wisc.edu/lis/internal/page.php?id=25131>
- Feb: Grad Assistants 101
 - General resources
 - TA sick leave
- March: Grad Assistants 102
 - L(SA) professional development
 - TA workloads
 - TA performance management
 - Future session interest: TA Training



Welcome to the L&S Graduate Affairs Community Inaugural Meeting!

Our Goals

- Bring together professionals in L&S who work in graduate affairs
- Provide regular just-in-time trainings and discussions
- Create opportunities for you to help and support each other



L&S Graduate Affairs Community KB

- Meeting information and links to resources
- Join the email list: email updates related to grad issues
- Join the Teams channel
 - Informal platform for sharing resources, asking for advice, etc.
 - Timely reminders or announcements





TA Training



GAPP requirements

L&S TA Training

Other relevant TA trainings

L&S TA Training: Attendance and Content

Poll

Do your TAs attend the L&S TA training?

- Yes, we require them to
- We don't require it but many do attend
- Some do, but many don't
- I don't know

I have a good sense of what TAs learn at the L&S TA training:

- Strongly agree
- Somewhat agree
- Somewhat disagree
- Strongly disagree

GAPP: Training For New TAs is Required

Teaching and Project Assistant Orientation and Training

Colleges, Schools and Divisions that employ Teaching Assistants or Project Assistants are encouraged to hold training sessions before the fall semester.

Each department that employs new Teaching Assistants in the fall and spring semesters shall provide training for them, either alone or in combination with other departments. The training shall consist of a minimum of eight (8) required hours designed to aid them in their teaching duties. At least two (2) of these hours of training must come during the semester. The content, design and emphasis of the training shall be determined by the department chair or designee(s). For the fall semester training, a written description of the program

GAPP: Training Must be Included in TA Workloads

In addition, the employee and their supervisor will have an opportunity to review that worksheet at the commencement of the Teaching Assistant's employment and throughout the semester. The worksheet shall indicate the approximate distribution of hours to be spent on the various duties required by the appointment and shall include hours for -mandated training time and for any training required by the University and deemed necessary for the performance of the employee's duties.

L&S TA Training: Goals

- TAs feel valued, supported, connected
- Equip TAs with knowledge of important policies, resources, and technology
- Empower TAs with current best practices grounded in the science of teaching and learning

L&S TA Training: Logistics

- Always takes place the Thursday before classes start
- All-day training
- More information in the KB:
<https://kb.wisc.edu/lis/internal/111802>
- Fall 2022:
 - Thursday, Sept 1 ~8:30pm - 4:00pm
 - Registration will open in July, advertised via email
 - PLEASE share with and remind students

L&S TA Training: Fall 22 Format

- Asynchronous Canvas Modules
- Live training:
 - AM: large-group session over Zoom
 - PM: small-group discussions and workshops in classrooms (lunch and snack provided)

L&S TA Training Team



Dani Clevenger
L&S Admin
Philosophy



Orion Risk
L&S Admin
Interdisciplinary
Theatre Studies



Laura Schmidli
L&S Instructional
Design
Collaborative



Cathy Yu
L&S Admin

And the Teaching Mentors!!

L&S TA Training: Content

- Nothing has been finalized for Fall 22
- I will share my best approximations for Fall 22 content
 - Some of our January 22 training
 - Some of our Fall 21 training
 - Other ideas
- Goals for sharing this today:
 - Give a general sense of what we cover
 - Answer your students' questions
 - Inform your design of departmental trainings
 - Coordinate our efforts effectively and without too much redundancy

Canvas Asynchronous Modules

☰ L&S TA Training & Orientation | Spring 2022 > Modules

Ongoing

Collapse All

Home

Announcements

Modules

Grades

Discussions

People

Help & FAQ

NameCoach Roster

Course Summary

▼ Prep Tasks

Complete All Items



1. Setup your Technology

Jan 19 | View



2. Review Event Schedule

Jan 19 | View



3. Participant Guide

Jan 19 | View



▶ TA Basics: Policies & Resources

Complete All Items



▶ Canvas Basics

Complete All Items

▶ Pedagogy: Principles & Practice

TA Basics: Policies & Resources

- What is a TA?
- Essential campus policies, trainings, resources:
 - FERPA
 - Title IX
 - Suicide prevention training
 - ADA, Accessibility, the McBurney Center
 - Academic & Student Conduct

TA Basics: Policies & Resources

- Support for TAs
 - Health & wellness
 - Graduate school professional development
 - HR and GAPP
 - Technology support
- Support referrals for students
 - Advising
 - Tutoring
 - International student services

Canvas Basics

- TAs are encouraged to work in a “sandbox” course to practice Canvas functions
- Profile & notifications
- Communication tools
- Discussion boards
- Content creation
- Collecting assignments & grading work (speedgrader)

Pedagogy 101



Learning Outcomes

- Consider how best practices in undergraduate education can be effectively applied in your teaching.
- Appreciate how good teaching is founded on equitable and inclusive teaching practices.
- Develop a plan for intentional communication with students.
- Identify strategies and opportunities for active learning.
- Explore methods of assessment and feedback that maximize student learning.
- Construct a lesson using Backward Design.

Large Group Session: Welcome!

YOU Matter—as an L&S TA you will be on the frontline with students.

We teach:

- 65% of undergraduate credit hours
- 85% for first and second year students



Large Group: TA Wellness UHS Presentation

Stress Management

1. Discuss Mental Health
2. Recognizing Stress
3. Managing Stress
4. Key Takeaways
5. Review UHS Services



Large Group: TA Panel

- *The experienced TAs were my favorite aspect*
- *The experienced TA Q&A was very helpful*
- *Being able to have an extensive Q&A with experienced TAs was very helpful*
- *Having experienced TAs answer the questions from new TAs was very helpful because they were able to use past examples*
- *I also liked hearing from TAs across different disciplines*

Small Group Sessions

- 1 Teaching Mentor + ~25 TAs
- Student-Centered Learning
 - TAs explore examples of common teaching mistakes
 - Discuss how to create a supportive classroom space
- Active Learning & Backward Design
 - Create, share and discuss lesson plans
- Handling Difficult Classroom Situations
 - Case study discussions

Our New Ideas for Fall 22 L&S TA Training

- New model for returning TAs
 - Canvas page specific to them
 - Similar content but provided as more of a refresher
 - Option to attend some or all of the live event
- Ongoing opportunities for support throughout the semester
 - Office Hours with a Teaching Mentor
 - Workshops
- Coordinate with departments who run departmental TA trainings

Is there anything else you want your TAs to learn at the L&S training?

Please share in chat or unmute.



Questions on L&S TA Training Content

Feedback

- *Some topics of the training are duplicated with department trainings*
- *It was largely redundant...I already received a departmental TA training*
- *I would love some one-on-one time with department TAs*
- *Practice teaching sessions, practice implementing groups, more practical info about what we are actually going to be doing*

Does your department host its own TA training?

Poll

- Yes - required for ALL TAs
- Yes - required for NEW TAs
- Yes - optional
- No

Departmental TA Trainings

Poll

My department's TA training typically includes: (select all that apply)

- Information on Learning Outcomes
- Information on active learning strategies
- Information on inclusive teaching practices
- Discussion of grading best practices
- A chance to design a class session
- Advice from experienced TAs
- An opportunity to practice teaching
- I'm not sure
- My department doesn't have TA training
- Other key components: please share in the chat

If your department offers TA training, when is it typically held and how much time do TAs devote to it?

Please share in chat or unmute.

L&S and Departmental Trainings: Timeline

1. TAs are encouraged to complete the L&S asynchronous Canvas material
2. TAs attend Departmental Training
3. TAs attend L&S training

L&S and Departments: Coordinating Efforts

- I can:
 - Share more details on the L&S training as it's finalized
 - Help departments create a departmental TA training

Other Relevant TA Trainings

- Teaching about Race/Racism for Graduate Students
 - Hosted by the Ethnic Studies Subcommittee of the UW-Madison General Education Committee
 - For TAs teaching ESR courses
 - Sept 2 (need to check with School of Ed) 10-1?
 - Same content as last year (pull from KB)
 - Contact Theresa for interest if not teaching ESR
- Comm B TA Training
 - Hosted by Writing Across the Curriculum

Teaching about Race/Racism for Graduate Students

- For TAs teaching ESR courses
- Tentative date: Fri Sept 2 ~10-1
- Establishing a classroom dynamic for promoting respect when discussing race/racism
- Teaching to students of both majority and minority identities
- Contact Theresa Pesavento at pesavento@wisc.edu to express interest if *not* teaching ESR

Communications B TA Training Learning objectives



understand Comm B goals and requirements (including library component)



learn best practices for holding one-on-one conferences with students and for facilitating inclusive peer review



Explore inclusive and accessible strategies for teaching writing (including low-stakes and high-stakes writing activities)



learn how to respond effectively and compassionately to students' written assignments and presentations



consider how to value linguistic diversity and students' identities in your comm B course



Fall 2022 Training
August 29 and 30, 9 a.m.-12:00 p.m.
6191 H. C. White

Emily Hall, PhD | ebhall@wisc.edu

Co-Director, WAC/Writing Center and Director, Writing Fellows Program



writing across the curriculum

UNIVERSITY OF WISCONSIN-MADISON



Feedback & Ideas



Please rate how much you gained from this session

Poll

I gained a lot because I didn't know any (or much) of this

I knew some things, but it was helpful to learn some more

I didn't gain anything because I already know this material



What topics would interest you in a future session?

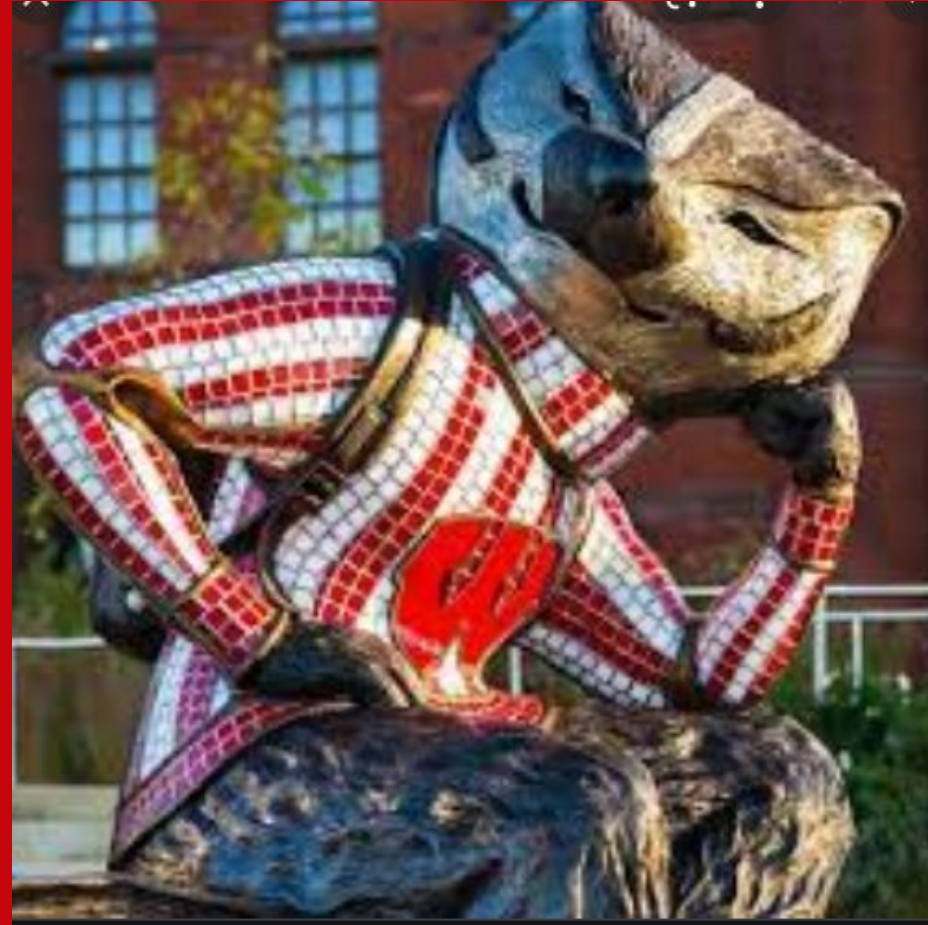
Poll

- Other grad appointments: Undergrad Assistants, Grader/Reader, LSA
- Overview of GAPP: Graduate Assistant Policies and Procedures
- Sick Leave - advanced topics
- Other: share in chat





Questions?





Thank you for attending

All materials are found here:

<https://kb.wisc.edu/lis/118042>

Please contact us:

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