Logistics and Professional Development
Your Role & Responsibilities as a TA
After this session, students will be able to:

- **Identify** your responsibilities as a TA and expectations from faculty
- **Recognize** how a TA position is a professional opportunity
- **Interpret** scientific data to understand how teaching also benefits your research abilities
- **Identify** other teaching opportunities on campus as well as opportunities to pursue a career in teaching
<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
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<td>1. Hold discussion sessions</td>
<td>1. Run lab section</td>
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<td>2. Hold office hours</td>
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<td>3. Attend TA meeting</td>
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<td>4. Attend &amp; facilitate lecture</td>
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<td>5. Grade homework, midterms, and final</td>
<td>5. Grade lab reports, midterms, and final</td>
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<td>6. Answer students questions (via email, discussion board, etc.)</td>
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TAing for a Lecture Class - Weekly Details

- 3 x 50 minute sections to different students each time per week
- 30 students per discussion section
- Requirements vary by professor but you can expect:
  - 2 hours of office hours
  - 3 x 50 minutes course lectures
  - Regular TA Meetings (this is when you should get the rest of the - details about a specific course)
- Grading/creating questions for homework, midterms, finals, quizzes, etc.
TAing for a Lab Class - The Details

- You will likely teach 2 x 3 hour lab sections per week
- There will be approximately 20 students per section
- Again these vary by professor but you can expect:
  - 2 hours of office hours
  - 1 hour of lecture per week
  - Weekly TA Meetings – (First one should go over – safety protocols!)
- Grading of midterms, finals and lab reports including both pre-labs and post-labs, so there is usually weekly grading involved with labs.
Expectations from the Faculty

- We polled the faculty about their expectations of their TAs
- Not surprisingly, there were many common themes!
What if faculty expectations are too high?

50% appointment = 20 hrs per week (220 hrs per quarter)

If you are asked to do things outside of a normal TAship:

1. Talk to us! Your TACs, we’re here to help
2. Talk to the instructor (if you’re comfortable)
3. Talk to the grad office / departmental chair
4. Contact the Union Representative: 310-208-2429 or email losangeles@uaw2865.org – http://www.uaw2865.org/contact-2/
What are the characteristics of a successful graduate student?

- What skills do you hope to achieve?
- What knowledge do you hope to gain?
What are the characteristics of a successful teacher?

❖ What skills do you hope to achieve?
❖ What knowledge do you hope to gain?
After controlling for pre-existing differences between groups, the quality of hypotheses and experimental designs proposed were significantly higher for students who experienced both teaching and research in their graduate programs (Cohen’s $d=0.58$ and 0.63, respectively). Error bars represent 95% confidence intervals around the means. 

$N=95$ early career graduate students.

Time management & taking care of YOU!

- Make a schedule & log your hours: setting aside dedicated blocks of time to prepare/grade/etc. can help keep you on task and designate how much time you spend on teaching.

- Save your lesson plans: when you teach the class again, it will be much easier!

- Use a rubric while grading and stick to it: this will save time while grading AND when answering to student complaints / regrades.

- Use your resources: if you know anyone who has taught the course before, they might be willing to share material. Consider working as a team with other TAs in the course you are teaching.
Opportunities at UCLA for more teaching experience
Teaching Development Opportunities

Opportunities to further knowledge and training in teaching:

- CEILS: Center for Education Innovation and Learning in the Sciences
- CIRTL: Center for Integration Teaching and Learning
- TA Conference (Mon-Tues September 23-24)
- Entering Mentoring (Spring class)
- Mobile Summer Institute

https://ceils.ucla.edu/
CIRTL is a national network comprised of 40+ PhD granting institutions across the US and Canada that supports the professional and career development of graduate students, postdoctoral scholars.
Pathway to CIRTL Certification

**ASSOCIATE**
- Complete LS 495, TAC Summer Academy, or Grad PD 496A, *Introduction to Evidence-Based Teaching, and the equivalent pedagogy courses in the Graduate Certificate in Writing Pedagogy*, plus some combination of the following courses/workshops/programs (20-25 hrs):
  - Online CIRTL Course
  - Courses such as EMT, Community-Engaged Teaching (Grad PD 495CE)

**PRACTITIONER**
- Develop and implement a TAR project
- Engage consistently in campus learning community (e.g., CIRTL)

**SCHOLAR**
- Present TAR project in on-campus forum or online CIRTL network
- Complete Teaching Statement

**COMMUNITY**
- Engage!
- Register on CIRTL Network Central
- Come to a viewing party!
Teaching Development Opportunities

Opportunities for teaching experience:

- Becoming a TAC! (Teaching assistant consultant)
- PEERS: Program for the Education and Enrichment of Relational Skills
- CUTF fellowship: Collegium of University Teaching Fellows
- CAL Teach internship for teaching high school
- Departmental tutoring list
Teaching Development Opportunities

Opportunities for developing a future in teaching:

- Chem 272G: Preparing Future Faculty
- Internships with Community Colleges: College of the Canyon, Santa Clarita, LACCD-project match, Orange Coast, Coastline CC, TIES
- For Postdocs:
  - UPLIFT: UCLA Postdocs Longitudinal Investment in Faculty Training
  - IRACDA: Institutional Research and Academic Career Development Award
In case of **EMERGENCY** (Lecture OR Lab!)

- **FIRE**
- **POLICE**
- **AMBULANCE**
- **HAZARDOUS MATERIAL SPILLS**

**CALL:**

- 911 from campus phone
- (310) 825-1491 from your cell phone

When you make an emergency call

1. Give your name, location, telephone number, and mention if you are calling from a cell phone
2. Describe what has happened
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