**SSAC TA Handout**

Important Dates:

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| September 7, 2016 | SSAC Workshop: “Lessons Learned” with Helen Roumelitois, Alin Farhadipour, Sarah Fox and EJ McGillis  3-4:30pm Dunton Tower, room 422 |
| September 17, 2016 | EDC TA Training Day  10am-4pm, 2nd floor Tory Building |
| September 30, 2016 | SSAC Workshop: Effective Grading Strategies with Rubrics  2:30-4pm, Dunton Tower, room 422 |
| October 7, 2016 | SSAC Workshop: Equity Services Presentation with Carrolyn Johnston  2:30-3:30pm, Dunton Tower, room 422 |
| October 15, 2016 | Complete compliance training and receive payment on October 31st payment |
| November 30, 2016 | Complete 5 or less hours of pedagogical training and receive payment on Dec 31st payment |
| December 15, 2016 | Complete compliance training and receive payment on December 31st payment |

Compliance Training vs. Pedagogical Training

**“Compliance Training”**

•      5 paid hours of training (~$200), paid out to TAs once in their entire TA career at Carleton

•      Mandatory, one-type completion during your employment at Carleton

•      Fall-only or Fall/Winter TAs: Oct. 15th

•      Winter-only TAs: Feb. 15th

•      Spring/Summer TAs: June 1st

•      Currently consists of 3 online workshops (AODA, Workplace Violence, Employee Health & Safety), but can be added to at any time

* check your compliance training as follows:

After you login, click on the “**Employee Services** ”tab” then click on “**Learning and Professional Development,**” and finally click on “**Completed Workshops**.” All Compliance training modules you have completed will be displayed here. For modules hosted in Carleton Central, completion is captured instantly; for modules hosted in CuLearn, completion will be recorded manually in approximately 1 week’s time.

**“Pedagogical Training”**

•      5 hours of training (~$200), available to graduate TAs every academic year in which they have at least one 65+ hour TA assignment

•      Voluntary, with mid-November and mid-March deadlines for capturing training hours (set by FGPA)

•      Consists of any form of training FGPA or any academic unit approves of

•      Payment: hours completed are paid out once a semester, on the final paycheque of term

* Register on Carleton Central and completion is captured manually

EDC Certificate in Teaching Assistant Skills

-voluntary, self-directed program to help you improve your confidence while teaching

-requirements: 10 EDC credits, 2 response papers, 1 TA article

-CV, teaching dossier and co-curricular record

-register: https://culearn.carleton.ca/moodle/enrol/index.php?id=54512