Outline

- Important contacts
- CUPE, GSA, LTS
- Tasks and roles as a TA
- Campus services
- Training opportunities
- Graduating
- To do list
Indispensable People

- **Administrative staff (3135 ME)**
  - Janet Perras (graduate)
  - Irene Helder (departmental administrator)
  - Dan Premachuk (undergraduate)

- **Machine shop technologists (2159 ME)**
  - Alex Proctor
  - Kevin Sangster

- **Laboratory technologists**
  - Steve Truttman – 2330 ME
  - Stefan Biljan – 2230 ME
  - David Raude – 2330 ME

- **Computer and network support**
  - Bruce Johnston – 3170 ME
  - Neil McFadyen – 3154 ME
Tasks as a TA

- Run tutorials/PA sessions
- Run labs (this year, online, through videos)
- Provide feedback and mark assignments
- Assist with proctoring
- Be available for office hours (this year, online)
- Respond to emails
- Read, complete and sign the ‘Assignment of Duties’ form on Carleton Central
Tasks as a TA

• Responsible for coordinating a large portion of a student’s academic experience
• Encourage students to develop independent problem solving techniques
• Understanding the problem and developing an approach to problem
• Solving is more important that getting a problem right the first time
• Define your role with students and set boundaries
• Professional relationship
• Office hour availability, timeline for responding to emails
Feedback and Grading

• Communicate the expectations

• Provide clear guidelines, a marking scheme, or a rubric
  – If nothing exists, can talk to the professor or the head TA

• Calibrate your feedback and marking to the students

• Provide a reasonable amount of feedback
  – Suggest ways to improve
  – Highlight good approaches
  – Indicate errors in a student’s approach
Academic Integrity

• If you identify a possible case of plagiarism
  – Use your judgement
  – Provide a typical amount of feedback
  – Grade the report/paper as usual
  – Bring it to the professor’s attention

• Do not:
  – write ‘you cheated’ on the report
  – accuse the student directly
  – Carleton’s policies:
    – https://carleton.ca/registrar/academic-integrity/
Running a Tutorial or Lab

• Relate the lab material to a clear topic
• Try to determine how much background students will have before conducting the lab
• Can you provide any additional support material?
• Do you have any desired learning aids?
  – Blackboard, whiteboard, handouts, online support material, etc…
Working in a Lab (not this term)

- **Safety first!**
- If you have any concerns, contact Prof. John Hayes (laboratory manager)
- Talk to the technologists *before* you run an experiment
- Notify staff if something isn’t working properly
- Give your students a quick safety briefing:
  - Keep hands and feet clear, remove ties, rings, etc...
  - Safety goggles, ear plugs, if necessary
  - Emergency shutdown
Preparing for Challenges

• Think of how you’ll react in a wide range of situations:
  – How to deal with students who have a doctor’s note
  – Saying no to extra consideration
  – Students playing video games
  – Half of your students show up late
  – When you don’t provide enough feedback
  – Handing back assignments
  – When a student asks ‘why isn’t my assignment here?’
  – When you’re stumped, puzzled, challenged by a student
Campus Services

• Health and counselling

• Graduate Students Association (GSA)
  – Health, dental, travel bursary

• Educational Development Centre (EDC)
  – Offers additional training and workshops
  – TA Skills Certificate

• Paul Menton Centre
Paul Menton Centre (PMC)

• Centre to assist students with disabilities at Carleton
• Students self-identify at the Centre and then accommodations are made with the course Professor
• Can arrange accommodations for:
  – Exams
  – Additional time, quiet room, assistive technology, etc..
  – Classrooms
  – Recorded lectures, note takers, priority seating
• Accommodations do not extend to assignments and labs
• Arrangements for late assignments are at the Professor’s discretion
Training Opportunities

• Eligible for 5 hours of paid training:
  – Paid training can be completed by the end of March
  – Your completed hours can be found on Carleton Central

• TA Training - Training transcript

• Questions about TA training: https://carleton.ca/tasupport/faqs/

• Compliance Training is compulsory

• Pedagogical training is voluntary, (available to all graduate TAs with a 65+ hour TA assignment);
Signing up for Workshops

• Workshops can be viewed or signed up for on Carleton Central:
  – “TA Training”
• Specifically designed for this department
• Can see workshops created in other departments
• When you attend the workshop, sign the attendance form
• Your training hours will be entered within 1-2 days of the workshop
TA Support Website

• www.carleton.ca/tasupport
• Info about the TA mentor program
  – Training options
• Additional TA resources
Departmental Seminars

• Hear from other researchers and industry leaders
• Opportunities for student presentations
• Required if you are applying for travel bursary
• Part of your degree program (M.A.Sc and PhD)
• You will need to attend 10 seminars (M.A.Sc) or 15 seminars (PhD) over the course of your program
Graduating

• For your thesis defence, it is your supervisor’s responsibility to organize the committee members
• **BUT it is your responsibility to ensure they have sufficient time to do this**
• M.A.Sc. must have committee set and thesis submitted a minimum of 3 weeks in advance of your defence date
• PhD must have same details 6 weeks in advance
• It is your responsibility to be aware of all your program requirements (see the graduate calendar) in terms of required courses, deadlines, etc.
Coursework Masters (MENG)

• A full course-load for a graduate student is considered 2-4 courses a term
• Carleton does not offer courses during the summer term
• MEng projects are possible, but you must speak with a professor to define a project
• The MEng project is the equivalent of 3 courses
• The summer term is a good time to complete an MEng project
To Do List

• Attendance will be taken today

• Get in touch with your TA supervisor
  – Meet with the professor, TAs assigned to the same course
  – Understand and discuss your duties
  – Complete and sign the ‘assignment of duties’ form

• Prepare for your course
  – Problem analysis materials
  – Lab preparation (this year, online)
  – Think of some of the challenges that you may encounter

• Start looking at opportunities for training

• Enjoy your time as a TA
To Do List

• Find out how to complete your MANDATORY training (online)
  – AODA
  – Environmental Health and Safety (EHS)
  – Violence and Harassment

• Find out how to complete your other MANDATORY training
• (Prof. Hayes)
  – Laboratory safety
• Biosafety
• Lab safety:
  – Laboratory supervisors
  – Regular supervisors
Questions