



Departmental Orientation

8 September 2020

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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 than 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



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Questions