

# Teaching Assistant Preparation Guidelines

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School of Math & Stats Carleton University

# OUTLINE

1. Emergencies
2. Exceptional issues
3. Academic Integrity
4. Roles and Responsibilities

# 1. Emergencies

## *Definition*

- An unforeseen combination of circumstances or the resulting state that calls for immediate action.

## Types

- Student medical emergency
- Fire
- Violence
- Uttering threats

# Who Are You Going to Call?



- This depends on the situation.

# When Your Safety is in Question...

## Call campus safety

- *Emergency number: 613-520-4444*
- *Non-emergency number: 613-520-3612*
- *Campus Emergency Notification System (ENS) – sign up through Carleton Central*



# Student Medical Emergency

- Call: 613-520-4444
- They will send two members from CUSERT (Carleton University Student Emergency Response Team).



# Fire in the Building

- If the fire alarm is pulled: Get out of the building!
- Safe destination Sites:  
<http://www.carleton.ca/ehs/programs/fire-safety/safedestination-sites/>
- If the fire alarm isn't yet pulled:  
pull it, get out of the building  
and call 613-520-4444.



# Violence

- ***Get to a safe place*** or (if necessary) defend yourself.
- ***Call:*** 613-520-4444
- ***Angry students:*** in rare cases, students can become violent or threatening.
  - If you feel threatened, warn the student that if they continue you will call security. Inform the professor.
  - If you do not feel threatened, issue a warning to the student about unacceptable behaviour and that you will inform the professor and appropriate department if the behaviour persists.



# Uttering Threats

## Distinction:

### *Focused threat* vs. *Non-focused threat*

- ***Focused threat***: call emergency security (613-520-4444) since someone is in immediate danger.
- ***Non-focused threat***:
  - ❖ *Dangerous*: call emergency security (613-520-4444)
  - ❖ *Non-dangerous*: Provide a warning of unacceptable behaviour and let them know that if they do it again they will be reported to equity services (613-520-5622) or security (613-520-3612).

# Discussion

- Questions or comments to share?



## 2. Exceptional Issues

### ***Description***

- Sometimes unforeseen circumstances occur and we need to take control with appropriate action in a professional manner.
- Tutorial room is locked.
- No access to computer.
- Problems with your professor/instructor.
- Students act inappropriately.

# Tutorial Room is Locked

- Call: 613-520-3612 [Non-Emergency Safety]



# No Lab/AV Access

- For AV issues in classrooms that are not our labs in HP  
Contact:    IMS 613-520-3815
- For AV issues in our labs (HP 3393 or HP 4385):  
Contact:  
**Neeharika Sekharamantri**  
Computer Systems Analyst (4354 HP)  
(613) 520-2600 ext. 4078  
[computersupport@math.carleton.ca](mailto:computersupport@math.carleton.ca)



# The Room is a Disaster

- If the room was occupied before you entered, talk with the facilitator.
- If this doesn't help or no one was there, call: 613-520-3668 [Furniture and Room Condition]



# Schedule Conflict

- Look around the same floor and see if there is a vacant room for the time being.
- Call: 613-520-3610 [Scheduling]



# Professor/Instructor Issues

- Remember: you are the bridge between students and professors.
- Reach out to the professor/instructor.
- Student complaints.
- If this fails, talk to Kyle Harvey:  
phone: 613-520-2161,  
email: [kyle.harvey@carleton.ca](mailto:kyle.harvey@carleton.ca).





# Students act inappropriately

- *Examples:* sexual comments, rude comments, harassment, constantly disrupting other students, and many more.
- If you feel uncomfortable in your environment this is **NOT ok**.
  - ☐ You can report this to your instructor/professor.
  - ☐ You can request that the student be removed from your tutorial group or to do a tutorial swap with another TA.
  - ☐ There are options to improve the environment, take appropriate action!

If this fails to improve the situation, talk to Kyle Harvey:  
phone: 613-520-2161,  
email: [kyle.harvey@carleton.ca](mailto:kyle.harvey@carleton.ca).



# Important Contact Information

Emergency Safety	613-520-4444
Non-Emergency Safety	613-520-3612
Campus Emergency Notification System (ENS)	Central.carleton.ca
Safe Destination Sites	<a href="http://www.carleton.ca/ehs/programs/fire-safety/safe-destination-sites/">http://www.carleton.ca/ehs/programs/fire-safety/safe-destination-sites/</a>
Equity Services	613-520-5622
AV Equipment (IMS)	613-520-3815
John Stewart (Math/Stat Lab Support)	613-520-2600 ext.3707
Julio Hernandez (Math/Stat Lab Support)	613-520-2600 ext.4078
Furniture and Room Condition	613-520-3668
Scheduling	613-520-3610
Kyle Harvey (Learning assistance Coordinator)	613-520-2616 <a href="mailto:kyle.harvey@carleton.ca">kyle.harvey@carleton.ca</a>
Boris Vukovic (Paul Mentor Centre)	<a href="mailto:Boris.vukovic@carleton.ca">Boris.vukovic@carleton.ca</a>
Smita Bharadia (Equity Services)	<a href="mailto:Smita.bharadia@carleton.ca">Smita.bharadia@carleton.ca</a>
Maria Walt (International Student Services)	<a href="mailto:Maria.walt@carleton.ca">Maria.walt@carleton.ca</a>

# Discussion

- Questions or comments to share?



# 3. Academic Integrity

## ***Definition***

The Centre for Academic Integrity (1999: 4) defines ***academic integrity*** as

- a commitment, even in the face of adversity, to five fundamental values: ***honesty***, ***trust***, ***fairness***, ***respect*** and ***responsibility***.  
From these values flow principles of behaviour that enable academic communities to translate ideals into action.

# Understanding Academic Integrity

- Approaches to academic integrity
- Most visible in Math/Stats
- Your role
- Prevention
- What to do if it happens in your tutorial

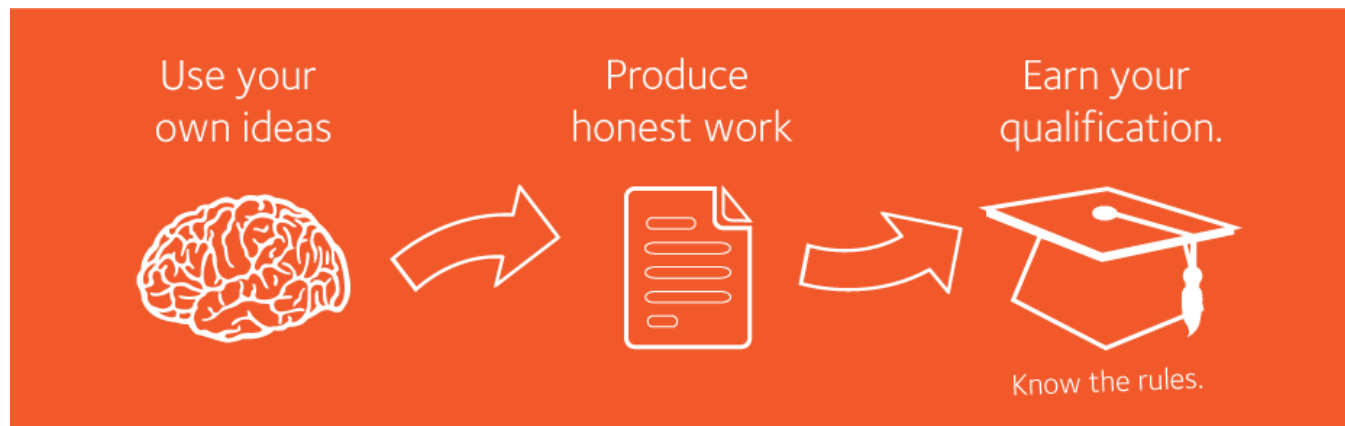
# Approaches to Academic Integrity

## General instructor/professor perspectives:

- Laziness
- Lack of knowledge
- Disrespecting authority
- Ethical/moral issues

## Student perspectives:

- Quick solution to a problem
- Don't understand the repercussions
- 'Victimless crime'



# What is Visible in Math/Stats?

- Cheating on tests/exams
- Copying assignments



PresenterMedia

# Your Role

If you suspect copying on assignments and/or cheating on tests:

- Document the behaviour and then present the information to the professor.
- ***Do not contact*** the student yourself.
- These matters are to be dealt with by the professor.





# Immediately Before a Test/Exam

- Announce that electronics must be turned off, placed in their bags and bags go to the front of the room.
- Separate desks.
- Don't allow personal scrap paper.
- Don't allow sharing of calculators.
- Explain that you will ask them to move if you suspect cheating (musical chairs)



# Sometimes Our Efforts Are Ignored

If you suspect cheating during a test, you can take some action against it.

- Warnings to entire group.
- Move the student you suspect is cheating.
- If you catch a student with notes, take the notes away from them and keep them to present to the professor.

Downside: It is disruptive to other students.

# In the End of the Term

- If you still have some students' assignments or tests, return them to the professor.
- If you cannot return them to the professor, don't throw them out. Return them to the Math & Stat main office. They need to be shredded.



# Discussion

- Questions or comments to share?



# More Workshops

For more situational focused teaching assistant training, keep your eye out for:

- **Training Title:** [Managing Challenging Teaching Situations](#)
- **Training Description:** In this hands-on, case-based training session, participants will work in groups to strategize effective ways for managing challenging teaching situations inside and outside the classroom.
- **A panel of experts** with representatives from the Paul Menton Centre, Equity Services, and the International Student Services Office will be on hand to guide teams on the principles of creating safe, inclusive, fair teaching practices when faced with a range of challenging situations.

# More Workshops

- **Training title:** [Academic Integrity](#)
- **Training Description:** NOTE: this is an ONLINE WORKSHOP that is independent of Carleton Central.
- **To register,** cut and paste this link into your browser –  
<http://carleton.ca/tasupport/training/training-options/online-workshops/>  
– and then follow the instructions provided under ‘Option #2: Academic Integrity’. This is an online training module that helps familiarize TAs with their roles and responsibilities with respect to the Academic Integrity policy. Students complete these workshop on their own time, between September and March.

# More Workshops

- You can find more useful workshops at your Carleton Central:
  - TA Management/TA Training/TA Training Registration/View Training Sessions



## 4. Roles & Responsibilities

- Accepting a TA position and its duties
- Tutorials and Labs
- Office hours
- Math Tutorial Centre (Grad TAs)
- Marking tests and exams
- Finding replacement TA
- Notify Instructor and Main Office of issues



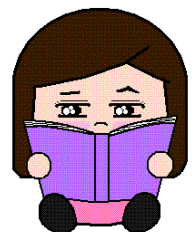
# Accepting a TA Position

- Once TA duties are assigned and you have accepted them, you are responsible to complete them accordingly.
- Changes to duties can only be made with the Instructors approval
- If you do not hear from the Instructor 3 days before tutorials begin, let our main office know
- CuLearn access and its uses – ask your prof if they are using CuLearn

# On the First Tutorial Day

- Explain to students what ***academic integrity*** is and that you will take action if required.
- Open the ***line of communication***: if they don't understand something, ask!
- Provide a ***list of resources for help***: Math Tutorial Center, tutoring list, Professor's information, your email and office hours.
- ***Be informed!*** It is your responsibility to understand what the professor expects (for example, are calculators allowed?). Thus, read the course outline before the first tutorial.

STUDYING IN PROGRESS!



# Teaching Style Tutorials & Labs

Teaching Style Tutorials are tutorials where you present solutions to problems to the tutorial:

- Prepare in advance by reading the solution given by the professor (or creating one yourself if the solution is not given)
- Speak loud for all to hear, and avoid speaking towards the board.
- Get students interaction by asking “What do we think we should do next?”, “What is the definition of \_\_\_\_\_?” or “Why do we consider \_\_\_\_\_ when answering this question?”
- Try to keep the work organized in a way you will want to see it on a test/assignment.
- Try to answer questions that come up during the solution (and if it is too much, politely ask them to come to office hours).

# Group Work Style Tutorials & Labs

Group Work Style Tutorials are tutorials where you hand out a problem set, and have students work in groups.

- Prepare in advance by reading over the solutions given by the professor (or creating one yourself if the solutions are not given)
- Walk around the classroom and ask students: “how are things going?” or “is there something I can help with?”
- Do not present the full solution, but instead give them one or two steps to try.
- If you notice all students are having trouble on the same question, let the prof know!
- Encourage students at the end of every tutorial to do the questions independently.

# Office Hours

- The Instructor requires you to hold office hours:
  - Ask our main office for space to meet with students (Tracie Barkley)
  - Notify the Instructor and students if you cannot make it at anytime
  - If the location is too noisy, other issue with room, ask main office for alternate space

# Math Tutorial Centre (Grad TAs)

- Graduate TAs cover the hours in the MTC
- Based on areas of study we note on the schedule what areas a TA covers and when they are there
- If you need assistance, ask the Learning Assistance Coordinator (Kyle Harvey), (If not in MTC – 4346 HP)
- If you cannot make it for your scheduled hours, let our main office or LAC (Kyle Harvey) know and reschedule
- Be sure to not have time hogs. If a student is occupying a lot of your time and there is a lineup, then answer 1 or 2 questions and work to move to the next person.

# Marking Tests & Exams

- You will be provided the marking schemes for tests and exams.
- When marking final exams, the Instructor will usually be present and you mark as a group
- If you have an exam scheduled at the same time as the marking is required, make arrangements to complete your hours well before or after your exam
- Tests are picked up in our main office and returned to the Instructor, our office, or to the students directly once graded.
- Grading is usually requested to be completed within 7 days (including posting grades). Be sure to ask the instructor on grading deadlines and procedures they want you to follow.

# Finding replacement TA for duties

- If you need to be replaced for any duties, notify your Instructor and the LAC (Kyle Harvey).
- Make sure the replacement TA knows the course curriculum
- You need to make arrangements with them for compensation
- Provide replacement with section of course being covered
- Replacements are no more than one week at a time. If you have an emergency situation, please contact the LAC (Kyle Harvey) as soon as possible to discuss arrangements and options.



# Notify Instructor & LAC With Issues

- If you plan on missing a lab or tutorial.
- If you find you are running out of TA hours (but still have lots of marking to do).
- If you find that you are having difficulties with your instructor (responding to emails, getting you tests on time, etc...).
- If you run into any difficult situation that you would like some advice on!

Email: [kyle.harvey@carleton.ca](mailto:kyle.harvey@carleton.ca)



**Thank  
You!!!**