# Fall teaching, training and development (tTAd) event
## Saturday, Sept 24, 2011

## Keynote: 9 - 9:20

<table>
<thead>
<tr>
<th>Room</th>
<th>Title</th>
<th>Presenter</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>202 Tory (Overflow: 101 Azrieli Theatre)</td>
<td>Keynote: The Importance of TAs in undergraduate teaching</td>
<td>Dr. Carol Miles, Associate Vice-President (Academic), Teaching and Learning</td>
<td>All Teaching assistants</td>
</tr>
</tbody>
</table>

## Concurrent 1: 9:30 - 10:45

<table>
<thead>
<tr>
<th>Room</th>
<th>Title</th>
<th>Presenter</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>204 Tory</td>
<td>In the know and on the go: Identifying academic support services for students</td>
<td>Tara-Lee Raycraft (Special Projects Coordinator, Learning Support Services)</td>
<td>All Teaching assistants</td>
</tr>
<tr>
<td>215 Tory</td>
<td>Microteaching for International TAs</td>
<td>Lauren Lee, ITA Mentor</td>
<td>New International TAs</td>
</tr>
<tr>
<td>230 Tory – 9:45 am start (1 hr)</td>
<td>Conducting Peer Observations</td>
<td>Joe Lipsett (Educational Developer, EDC)</td>
<td>Experienced teaching assistants only</td>
</tr>
<tr>
<td>234 Tory</td>
<td>First Impressions: Standards, Attitudes, and Guidance</td>
<td>Samah Sabra (Contract instructor / PhD candidate, Canadian Studies)</td>
<td>All Teaching assistants</td>
</tr>
<tr>
<td>202 Tory</td>
<td>Developing a Grading Rubric</td>
<td>Dr. Carol Miles, Associate Vice-President (Academic), Teaching and Learning</td>
<td>All Teaching Assistants</td>
</tr>
</tbody>
</table>

## Concurrent 2: 11:00 – 12:10

<table>
<thead>
<tr>
<th>Room</th>
<th>Title</th>
<th>Presenter</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>204 Tory</td>
<td>In the know and on the go: Identifying academic support services for students</td>
<td>Tara-Lee Raycraft (Special Projects Coordinator, Learning Support Services)</td>
<td>All Teaching assistants</td>
</tr>
<tr>
<td>215 Tory</td>
<td>Microteaching for International TAs (con’t)</td>
<td>Lauren Lee (ITA Mentor, School of Language and Linguistics Studies)</td>
<td>New International TAs</td>
</tr>
<tr>
<td>230 Tory – 11:00 am start (1 hr)</td>
<td>Conducting Peer Observations</td>
<td>Joe Lipsett (Educational Developer, EDC)</td>
<td>Experienced teaching assistants only</td>
</tr>
<tr>
<td>234 Tory</td>
<td>First Impressions: Standards, Attitudes, and Guidance</td>
<td>Samah Sabra (Contract instructor / PhD candidate, Canadian Studies)</td>
<td>All Teaching assistants</td>
</tr>
</tbody>
</table>

## Brown Bag Lunch: 12:30 –1:30

<table>
<thead>
<tr>
<th>Room</th>
<th>Title</th>
<th>Presenter</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Applying for SSHRC/NSERC Funding

Wallace Clement (Associate Dean, Programs & Awards, Faculty of Graduate and Postdoctoral Affairs)

All Graduate Students

Concurrent 3: 1:45 – 3:00

<table>
<thead>
<tr>
<th>Room</th>
<th>Title</th>
<th>Presenter</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>204 Tory</td>
<td>Dealing with Difficult Situations</td>
<td>Mike Halinski (Sprott School of Business)</td>
<td>All Teaching Assistants</td>
</tr>
<tr>
<td>213 Tory</td>
<td>Guide to Carleton Academic Integrity</td>
<td>Aida Niavarani Zadeh (Department of Economics)</td>
<td>All Teaching Assistants</td>
</tr>
<tr>
<td>234 Tory</td>
<td>Marking Strategies for Lab Reports</td>
<td>Sanja HinicFrlog, Lab Coordinator (Biology) and Contract Instructor</td>
<td>New Teaching Assistants in Science and Engineering</td>
</tr>
</tbody>
</table>

Session Descriptions:

Keynote: 9:00 am – 9:20 am

The Importance of TAs in Undergraduate Learning
Dr. Carol Miles, EDC

Dr. Miles’ keynote will open the Fall 2011 teaching, training and development (tTAd) event with an emphasis on the role that teaching assistants have in undergraduate learning. No matter what duties teaching assistants are asked to undertake, their role is vital – and often unrecognized – to the success of our new students.

Concurrent 1: 9:30 am – 10:45 am

In the know and on the go: Identifying academic support services for students
Tara-Lee Raycraft, Learning Support Services

Feeling overwhelmed by the academic demands of your students? Know that you are not alone! This workshop will provide detailed information regarding the academic resources that are available to TAs at Carleton helping you to address the concerns and obstacles that many of your students face. Participants of this workshop will engage in an interactive overview of the academic support services that are offered through Student Academic Support Services.

Intended Audience: New TAs

First Impressions: Standards, Attitudes, and Guidance
Samah Sabra, Department of Canadian Studies

Engaging with students in the classroom can be a challenging experience. This session will explore four tips for nurturing and motivating students, as well as creating an inspiring learning environment. Sample discussion will include addressing attitudes to learning, and exploring the reception of course material.

Intended Audience: All TAs
Conducting Peer Observations (9:45 am - 10:45 am)
Joe Lipsett, Educational Development Centre

This workshop is the prerequisite for individuals who will be conducting peer observations and will explore the process of identifying and discussing good teaching principles. Using videos and case studies, participants will have an opportunity to develop their observation skills as well as deliver constructive and reliable feedback in a non-evaluative manner.

*Intended Audience: Experienced TAs*

Developing a Grading Rubric
Dr. Carol Miles, EDC

The key to consistency and balance in grading comes from a clear and well defined grading scheme. In this workshop we will discuss various styles of grading rubrics and focus on which rubrics suit what types of student work.

*Intended Audience: All TAs*

**Special Concurrent 1: 9:30 am – 12:30 pm**

Microteaching for International TAs
Lauren Lee, ITA Mentor

This session will provide a small group of new international teaching assistants the opportunity to work on their presentation skills in a safe and constructive setting. Each participant will deliver a 10 minute lesson (on any subject) and will be provided with oral and written feedback from other participants on their areas of strength and areas for growth. *Participants must come to the session prepared to teach.*

*Intended Audience: New International TAs (max 6-8)*

**Concurrent 2: 11:00 am – 12:15 pm**

Concurrent #1 repeats.

Conducting Peer Observations (11:00 am – 12:00 pm)

**Brown Bag Lunch: 12:30 pm – 1:30 pm**

An Introduction to applying for SSHRC and NSERC funding
Wallace Clement, Faculty of Graduate and Postdoctoral Affairs

An overview of the SSHRC and NSERC processes for doctoral student support will include tips on management of your references, your statement of research interest and an outline of the process your application will follow. Questions will be welcome.

*Not applicable towards TA training credit*

**Concurrent 3: 1:45 pm – 3:00 pm**

Dealing with Difficult Situations
Michael Halinski, Sprott School of Business

Although most classes run smoothly, there are moments in the classroom that may challenge this. Effectively identifying and handling difficult situations in a calming and professional manner will ensure you continue to facilitate successful classroom experiences. Within this workshop, we will identify sources of tension, as well as discuss and practice different techniques to resolve them.

*Intended Audience: All TAs*

Guide to Carleton Academic Integrity
Aida Niavarani Zadeh, Department of Economics

This workshop will help TAs become more familiar with what Academic Integrity means, how they can help the students maintain it, and the steps that they should take if they believe a student has committed an infraction. Participants will have a chance to go over sample scenarios identifying how some students got into trouble and discuss how Carleton addressed the situation.

*Intended Audience: All TAs*

Marking Strategies for Lab Reports
Sanja HincicFrlog, Department of Biology & Earth Sciences

This workshop will examine strategies for helping science and engineering TAs aid their students to excel as writers in lab environment. This is a combination of small group discussions and practical exercises aimed for new TAs and designed to develop effective lab report/assignment reading and marking skills.

*Intended Audience: New TAs in Science and Engineering*