

TA Tool Kit 2023 – 2024

Teaching and Learning Services (TLS)

Contact: TASupport@cunet.carleton.ca

Main Website: carleton.ca/tls/teaching-assistants/

Twitter: [@CarletonUTAs](https://twitter.com/CarletonUTAs)

TA Blog: carleton.ca/tls/teaching-assistants/blog/

Who We Are

Responsible for training and support for teaching assistants

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Compliance vs. Pedagogical Training

There are two types of training at Carleton University pertaining to Teaching Assistants (TAs):

1. Compliance/Mandatory Training (administered by Human Resources)* and
2. Pedagogical Training (administered by Teaching and Learning Services (TLS)).

Compliance/Mandatory Training is one-time, mandatory training to be completed by all TAs (including undergraduate TAs) in the first 4-6 weeks of employment.

To complete compliance training, log in to Carleton Central, scroll to the bottom of the page and click on the “Online Courses” section.

After completion, TAs are compensated for five hours of pay (article 23.03) at the end of the semester the training was completed. **Note** that TAs can only complete and be compensated for this compliance training **once** during their tenure as a TA.

* Human Resources tracks the completion and remuneration for all compliance training. Please contact humanresources@carleton.ca for any questions regarding compliance/mandatory training.

Pedagogical Training is ongoing, voluntary training opportunities offered to TAs.

All TAs with an assignment of 65 hours or more have the opportunity, each academic year (September-April) in which they are assigned as TAs to complete up to five hours of paid pedagogical training. If you are an undergraduate TA, contact your department directly regarding paid pedagogical training.

Payment for pedagogical training will be on the last pay of the semester you attended workshops/sessions

There are a few ways TAs can obtain pedagogical training hours:

- **Live workshops:** To see upcoming workshops and register for them, go to: Carleton Central > TA Management > TA Training > TA Training Registration.
- **Recorded workshops:** Recorded workshops are available on the TA Central Hub Brightspace Course page (more information about the Hub below)
- **Orientations:** The New TA orientation facilitated by the Office of the Provost and Vice-President (Academic) in September accounts for one hour for new teaching assistants (continuing teaching assistants should not attend this orientation). Departmental orientations, which vary in length, are also eligible so long as attendance is taken.
- **Graduate Professional Development Events:** Upcoming events can be found here: carleton.ca/gradpd/calendar/

More information on TA Training:

carleton.ca/tls/teaching-assistants/training/

Pedagogical Training Topics

TLS offers pedagogical training for TAs over the Fall and Winter terms. TLS staff facilitate some training workshops and collaborate with other departments at Carleton for other sessions. Facilitators for the collaborative workshops come from departments like Equity and Inclusive Communities (EIC), Career Services, Centre for Indigenous Support and Community Engagement, Health & Counselling Services, Student Affairs, and the Paul Menton Centre for Students with Disabilities (PMC) to mention a few. Below are some pedagogical training topics offered.

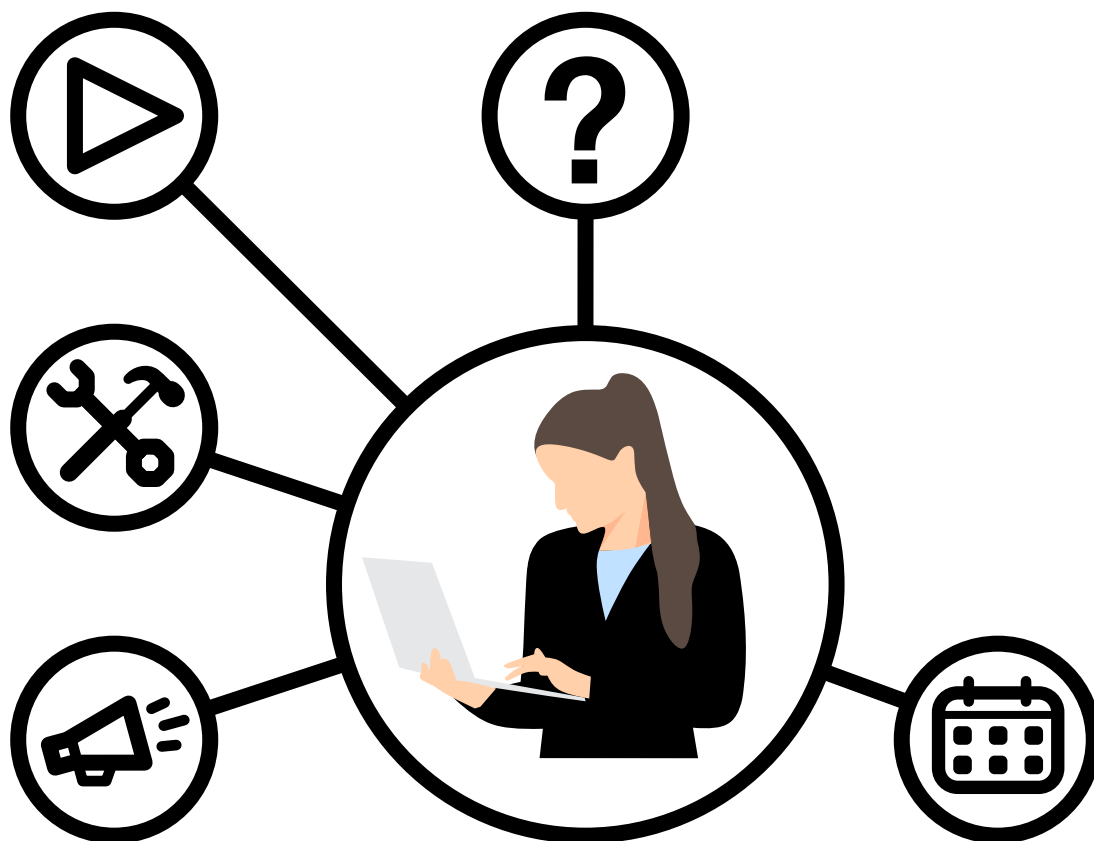


TA Central Hub

The **TA Central Hub** is our resource portal in Brightspace.

A ***“One Stop Shop for all things TA!”***

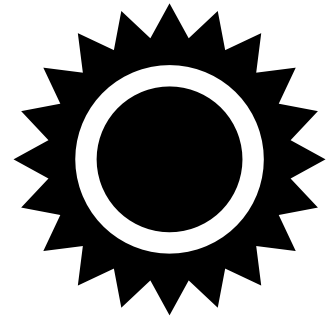
You’ll find recorded workshops, teaching resources, FAQs, and Q&A section that will help you in your role as a teaching assistant. You can also keep up-to-date with upcoming events, training, deadlines and more through our Announcements and Calendar.



To be enrolled, please e-mail: **TASupport@carleton.ca**

Certificate in Teaching Assistant Skills (CTAS)

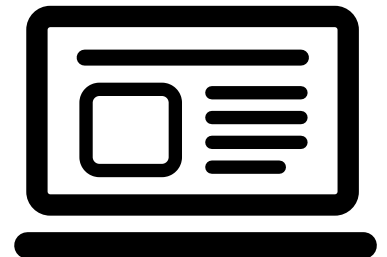
- The Certificate in Teaching Assistant Skills (CTAS) is a program designed to recognize and encourage pedagogical training, and to improve the confidence and skills of Teaching Assistants (TAs) at Carleton.
- The program has two options for completion:
TA Article or **Experiential Learning**
- For more information:
carleton.ca/tls/teaching-assistants/certificate-in-teaching-assistant-skills/
- To be enrolled in the program or for any questions, contact
TASupport@cunet.carleton.ca



Consider Contributing to Our TA Blog!

Topics can include:

- Being an online TA
- Fostering safe + inclusive learning spaces
- Pedagogical suggestions . . .



TA Cafes

- Virtual cafes for TAs throughout the year
- Informal spaces to chat about TAing and socialize
- Meet and connect with other TAs
- Ask any questions or share concerns
- Not for pedagogical training hours
- Zoom links shared via TA Central Hub



Useful Resources for TAs

- Payroll:
carleton.ca/hr/payroll/
 - Human Resources – New employees:
carleton.ca/hr/payroll/new-employees/
 - The Graduate Students' Association (GSA):
gsacarleton.ca/
 - Educational Technology:
carleton.ca/tls/educational-technology/
 - CUPE4600:
cupe4600.ca/
 - International Student Services Office (ISSO):
carleton.ca/isso/
 - The Centre for Indigenous Support and Community Engagement:
carleton.ca/indigenous/cisce/
 - Equity and Inclusive Communities (EIC):
carleton.ca/equity/
 - Paul Menton Centre for Students with Disabilities (PMC):
carleton.ca/pmc/
 - Health and Wellness:
students.carleton.ca/wellness/
 - Career Services:
carleton.ca/career/
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