

# TA Tool Kit 2024 – 2025

## Teaching and Learning Services (TLS)

<b>Contact:</b>	<a href="mailto:TASupport@cunet.carleton.ca">TASupport@cunet.carleton.ca</a>
<b>Main Website:</b>	<a href="http://carleton.ca/tls/teaching-assistants/">carleton.ca/tls/teaching-assistants/</a>
<b>Instagram &amp; X:</b>	<a href="https://www.instagram.com/CarletonUTAs">@CarletonUTAs</a>
<b>TA Blog:</b>	<a href="http://carleton.ca/tls/teaching-assistants/blog/">carleton.ca/tls/teaching-assistants/blog/</a>

## Who We Are

Responsible for pedagogical training and support for teaching assistants

## TA Support Team

### Sam Shortt

Educational Development Coordinator

[samanthashortt@cunet.carleton.ca](mailto:samanthashortt@cunet.carleton.ca)

### Helen Roumeliotis

Educational Development Facilitator/PhD Candidate/Former TA Mentor

[helenroumeliotis@cunet.carleton.ca](mailto:helenroumeliotis@cunet.carleton.ca)

### Heather Gill-Frerking

Educational Development Facilitator/PhD Student

[heathergillfrerking@cunet.carleton.ca](mailto:heathergillfrerking@cunet.carleton.ca)

# Compliance vs. Pedagogical Training

There are **2** 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](mailto:humanresources@carleton.ca) for any questions regarding compliance/mandatory training.

**Pedagogical Training** is ongoing, voluntary training opportunities offered to TAs (including undergraduate TAs)

All TAs 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. 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: <https://carleton.ca/gradpd/calendar/>

**More information on TA Training:**  
[carleton.ca/tls/teaching-assistants/training/](https://carleton.ca/tls/teaching-assistants/training/)

# Pedagogical Training Topics

TLS offers live pedagogical training for TAs over the Fall and Winter terms, and are mostly virtual. 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.**

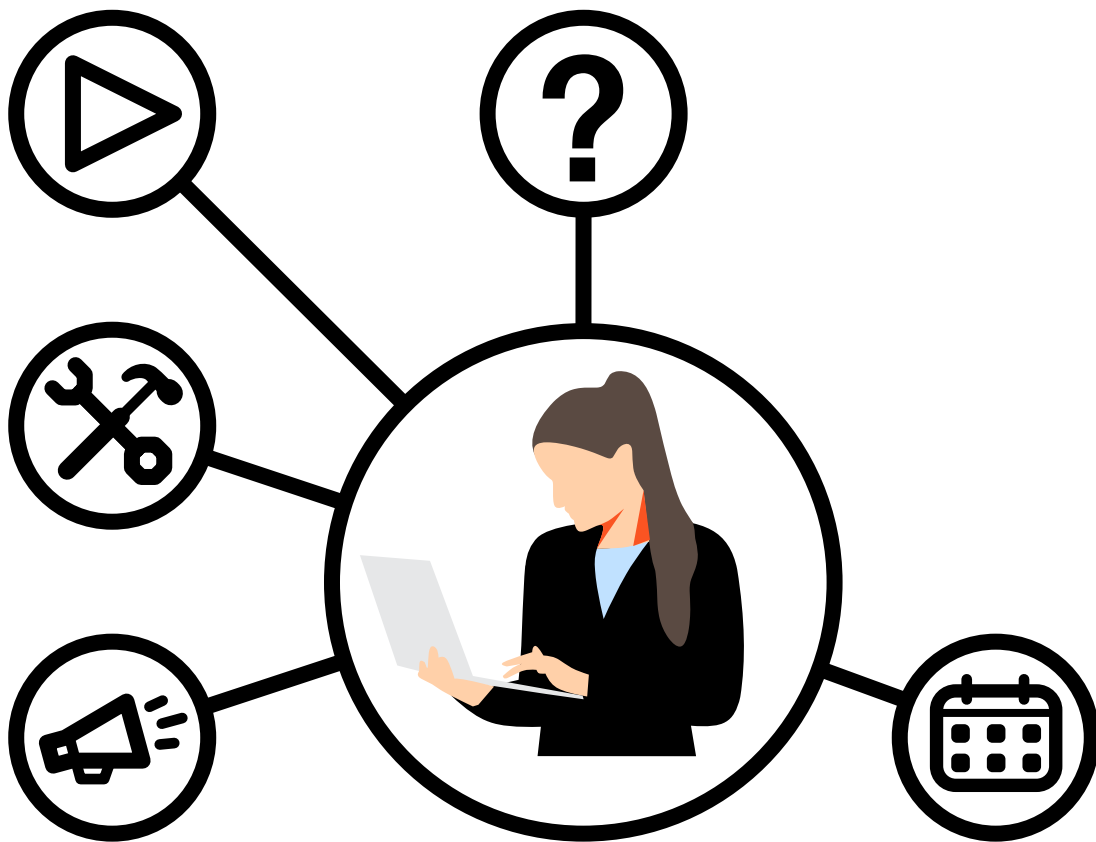


# TA Central Hub

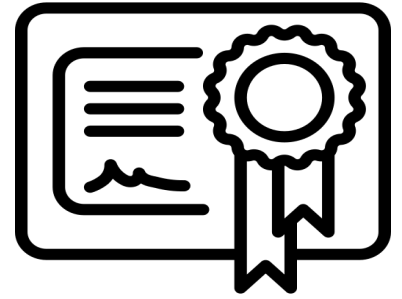
The **TA Central Hub** is our resource portal in Brightspace.  
A **“One Stop Shop for all things TA related”**

You'll find recorded workshops, teaching resources, FAQ, 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.

E-mail **[TASupport@cunet.carleton.ca](mailto:TASupport@cunet.carleton.ca)** to be enrolled



# Certificate in Teaching Assistant Skills (CTAS)



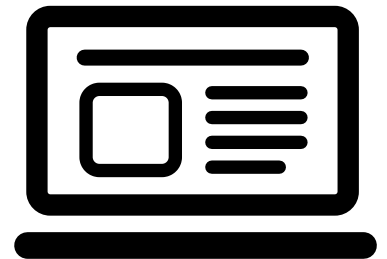
- The Certificate in Teaching Assistant Skills (CTAS) is a **free** program designed to recognize and encourage pedagogical training, and to improve the confidence and skills of Teaching Assistants (TAs) at Carleton.
  - The program has two options for completion:  
**TA Article** or **Experiential Learning**
  - For more information:  
<https://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](mailto:TASupport@cunet.carleton.ca)
- \*Open to current graduate and undergraduate TAs**

## Interested in contributing to the TA Blog?

<https://carleton.ca/tls/teaching-assistants/blog/>

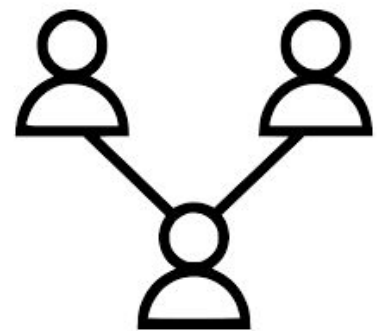
### Topics can include:

- Student engagement (in-person and online)
- Fostering inclusive learning spaces
- Pedagogical suggestions
- E-mail [TASupport@cunet.carleton.ca](mailto:TASupport@cunet.carleton.ca)



## TA Cafes & Grading Drop Ins

- Virtual cafes and grading drop ins are hosted for TAs throughout the academic year (**not for training**)
- Informal spaces to chat about TAing and socialize
- Meet and connect with other TAs
- Get grading advice
- Ask any questions or share concerns
- Zoom links shared via TA Central Hub and the Graduate Studies Newsletter



For more information: [TASupport@carleton.ca](mailto:TASupport@carleton.ca)

# TA FAQ



Visit <https://carleton.ca/tls/teaching-assistants/faq/>

## For questions regarding:

- *TLS programming (certificates, training options)*, contact Teaching and Learning Services [TASupport@carleton.ca](mailto:TASupport@carleton.ca)
- *Payment for and/or tracking of compliance training hours*, contact Human Resources [humanresources@carleton.ca](mailto:humanresources@carleton.ca)
- *Payment for and/or tracking of pedagogical training hours*, contact Office of the Deputy Provost (Academic Operations and Planning) [deputyprovost@carleton.ca](mailto:deputyprovost@carleton.ca)
- *Attendance issues for pedagogical training*, read our **FAQ** (“My completed training hasn’t appeared in Carleton Central...”), and then contact the appropriate party
- *Locating more pedagogical training options*, read our **FAQ** (“What are my options for pedagogical training?”)
- *TA Assignments*
  - “I would like to become a TA”
  - “I would like to change TA assignment”
  - “I have concerns about my TA assignment”

Contact your department’s graduate administrator, graduate supervisor and/or chair, or the Office of the Deputy Provost (Academic Operations and Planning), and/or CUPE 4600

# Resources for TAs



- **Payroll:**  
[carleton.ca/hr/payroll/](http://carleton.ca/hr/payroll/)
- **Human Resources – New employees:**  
[carleton.ca/hr/payroll/new-employees/](http://carleton.ca/hr/payroll/new-employees/)
- **The Graduate Students’ Association (GSA):**  
[gsacarleton.ca/](http://gsacarleton.ca/)
- **Educational Technology:**  
[carleton.ca/tls/educational-technology/](http://carleton.ca/tls/educational-technology/)
- **CUPE4600:**  
[cupe4600.ca/](http://cupe4600.ca/)
- **Career Services:**  
[carleton.ca/career/](http://carleton.ca/career/)
- **Office of the Deputy Provost (Academic Operations and Planning)**  
[carleton.ca/deputyprovost/faculty-affairs/teaching-assistants/](http://carleton.ca/deputyprovost/faculty-affairs/teaching-assistants/)
- **International Student Services Office (ISSO):**  
[carleton.ca/isso/](http://carleton.ca/isso/)
- **The Centre for Indigenous Support and Community Engagement:**  
[carleton.ca/indigenous/cisce/](http://carleton.ca/indigenous/cisce/)
- **Equity and Inclusive Communities (EIC):**  
[carleton.ca/equity/](http://carleton.ca/equity/)
- **Paul Menton Centre for Students with Disabilities (PMC):**  
[carleton.ca/pmc/](http://carleton.ca/pmc/)
- **Health and Wellness:**  
[students.carleton.ca/wellness/](http://students.carleton.ca/wellness/)
- **Campus Safety**  
<https://carleton.ca/safety/>