



Teaching Assistants

Orientation Day

Saturday, September 9, 2017

TLSS

Teaching and Learning Support Service

tlss.uOttawa.ca



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SCHEDULE OF THE DAY

SATURDAY, September 9, 2017

9:30 a.m. Welcome and Registration Confirmation – Social Sciences Building (Lobby)

10 a.m. Welcoming Remarks – Social Sciences Building (room 2005)
Opening Address

10:45 a.m. First Series of Workshops

Sessions in English

Evaluating Student Work (Session in English)

Assessing student work is one of the most difficult and time-consuming duties a teaching assistant (TA) has to carry out, but it is also of great benefit to the students. This workshop seeks to help you assign grades more efficiently and accurately by giving you a simple process and rubric that can be adapted and used for any assignment you are evaluating.

Smooth Sailing: How to Navigate Your Contract as a TA (Session in English)

Not sure what to expect in your new role as a Teaching Assistant? This workshop will guide you through your TA contract, help you develop the proper tools to create a safe and healthy work environment, and explain resources available to deal with potential problems. We'll cover subjects such as work responsibilities, avoiding overwork, keeping track of hours, and dealing with harassment in the workplace.

Searching uOttawa Library Resources Effectively (Session in English)

This workshop will provide an overview of first year students information literacy skills. During this presentation we will discuss new students search habits and suggest strategies to help you improve their research skills. The use of the Internet by new students (Google, Websites, Wikipedia) as a research tool will also be discussed.

Dealing with Challenging Situations in the Classroom (Session in English)

You've studied your subject and you've planned your lesson, but once you step into the classroom, another variable enters the equation: students! How will you handle everything they throw at you? This interactive workshop will focus on some common situations that may arise in university classrooms. Through role play and group problem solving, we will give each participant the opportunity to face and resolve a challenge typical of those they might face in the classroom.

Managing Office Hour Effectively (Session in English)

For some teaching assistants their work will mostly consist of meeting students during designated office hours. This type of support is very important for student learning. This workshop will explore roles and responsibilities of TAs during office hours, challenges that can be encountered and best practices for making office hours effective and useful for students.

Promoting Student Engagement Online (Session in English)

To keep up with an ever-changing world, an increasing number of courses at the University of Ottawa include an online component (Virtual Campus, blogs, discussion forums, etc.). These forms of communication technology provide great opportunities to foster student participation because they facilitate the exchange of ideas, sharing of information, and both synchronous and asynchronous communication. This workshop will allow you to adopt a variety of strategies that will facilitate student engagement online, all while ensuring alignment with the University of Ottawa's professionalism and ethical standards.

To register, complete the online form
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Sessions in French

TAs in the Sciences: Best Practices for Labs (Session in French)

Lab demonstrators need to be skilled in a number of areas to ensure an atmosphere of curiosity and respect in the laboratory. How can you design and deliver a pre-lab talk that sparks students' interest? How can you engage students as they are working in the lab? How can you teach effectively with fellow lab demonstrators without stepping on each other's toes? In this session, we will endeavour to answer these questions and present the strategies to help plan, facilitate and evaluate lab sessions.

Smooth Sailing: How to Navigate Your Contract as a TA (Session in French)

Not sure what to expect in your new role as a Teaching Assistant? This workshop will guide you through your TA contract, help you develop the proper tools to create a safe and healthy work environment, and explain resources available to deal with potential problems. We'll cover subjects such as work responsibilities, avoiding overwork, keeping track of hours, and dealing with harassment in the workplace.

Virtual Campus: So you're a TA... Now What? (Session in French)

In this overview of the teaching assistant role in Virtual Campus, you'll learn about content management, how to interact with your students as well as grading their work. Bring your questions!

Noon Lunch courtesy of the Teaching and Learning Support Service (TLSS)

12:45 p.m. Second Series of Workshops

Sessions in English

Group Work Projects and Successful Negotiation Techniques for TAs (Session in English)

Assigning work to student groups is becoming increasingly popular among many instructors. Collaborative learning and student support is not always easy to implement or supervise as this dynamic creates specific challenges. The goal of this workshop is to learn best practices related to working with student groups and to review a variety of conflict resolutions techniques.

Facilitating Group Discussions Effectively (Session in English)

Discussion sessions play an important role in helping students understand course content and expand their knowledge. To ensure that students get the most out of the discussions, planning and preparation are required on the part of the teaching assistant. In this session, we will discuss a process to help you prepare your discussion sessions, tips to help you facilitate the discussions in a way that ensures smooth flow and adequate coverage, and a system to evaluate student contribution to class discussions.

Accessibility and Diversity for Learning: Roles and Strategies for TAs (Session in English)

In this workshop, participants will have the opportunity to familiarize themselves with the requirements of accessibility and inclusion and its consequences on support provided by teaching assistants. The following concepts will be discussed: learning diversity, inclusion, barriers to learning and strategies used to maximize learning according to the specific needs of students.

Professors and Teaching Assistants: Building a Good Relationship (Session in English)

Teaching assistants (TA's) work with students, but they also work with professors. It is therefore important to establish a good working relationship so that the teaching experience can be a positive one for all those concerned. The literature on this topic contains a number of useful strategies that can be implemented by TA's in order to establish a productive work dynamic with their professors. During this session, we will discuss how to go about setting expectations and the elements associated with constructive communication.

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Sessions in French

Building a Teaching Dossier: Strategies to Improve as a TA (Session in French)

A teaching dossier is a great tool to emphasize one's teaching related achievements and to reflect on one's instructional approaches, with a particular focus on how these can be further enhanced. This workshop will outline the various components of an effective teaching dossier (such as a teaching philosophy, teaching responsibilities, feedback from students, professional development activities), and walk through the different steps required to successfully put it together.

Evaluating Student Work (Session in French)

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2 p.m. ●●●●● **Transition (10 min)**

2:10 p.m. **Third Series of Workshops**

Sessions in English

Teaching Large Classes (Session in English)

Teaching large classes can be challenging. As a teaching assistant you may have to interact with large classes in different ways (leading large tutorials, teaching parts of a course, etc.). What are the best teaching strategies to get student engaged and active in large classes? This workshop will help you learn about strategies used to make teaching large classes a positive experience.

Providing Effective Feedback (Session in English)

Feedback is an essential part of the learning process of an undergraduate student. It not only supports the development of understanding, but it can also be used to improve motivation and sustain student engagement. Which strategies are the most effective for giving feedback to university students? This workshop will help you learn about feedback strategies, and address how some of them can easily be incorporated in your current teaching strategies.

Effective Development and Delivery of Visual Presentations (Session in English)

PowerPoint® and similar presentation programs (Prezi, Keynote, etc.) have transformed the way in which we present and share information, particularly with large groups. While these formats have multiple benefits, they are often poorly used or not used to their full potential. This session seeks to outline basic principles to keep in mind when developing and delivering visual presentations.

Facilitating Group Discussions Effectively (Session in English)

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Difficult Situations in the Lab (Session in English)

Participants of this workshop will have the chance to play out and discuss both common and uncommon situations that have been known to occur in the lab.

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3:25 p.m. ●●●● Transition (5 min)

3:30 p.m. Teaching Assistants' Panel – Social Sciences Building (room 2005)

Participate in a discussion panel where teaching assistants will share their thoughts and advice about the role and responsibilities, as well as the challenges and rewards associated with being a teaching assistant. Bring your questions!

4 p.m. ●●●● End of the Day

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For more information

September 2017 – Teaching Assistant Orientation Day,

Please contact the Teaching and Learning Support Service (TLSS)

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