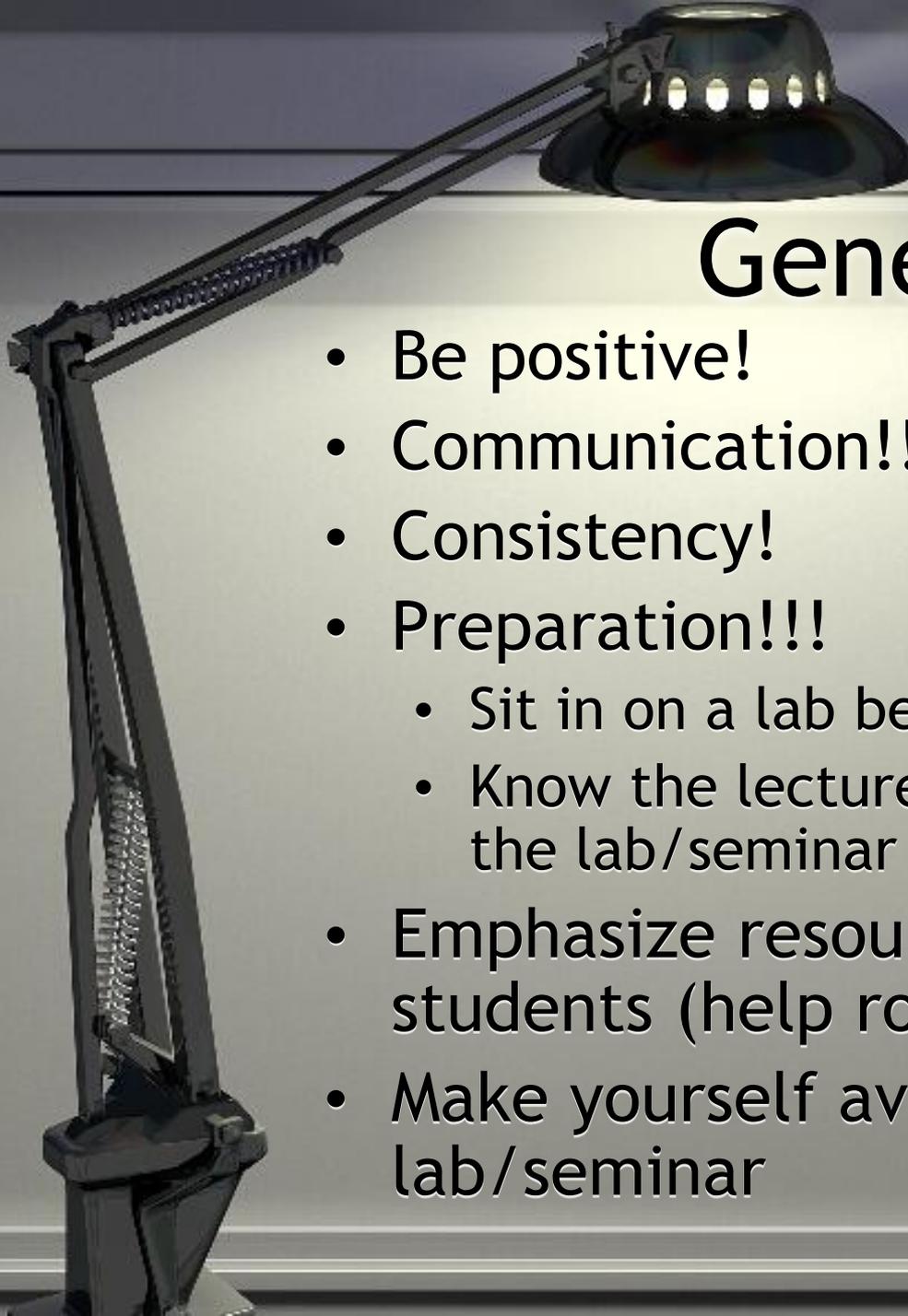


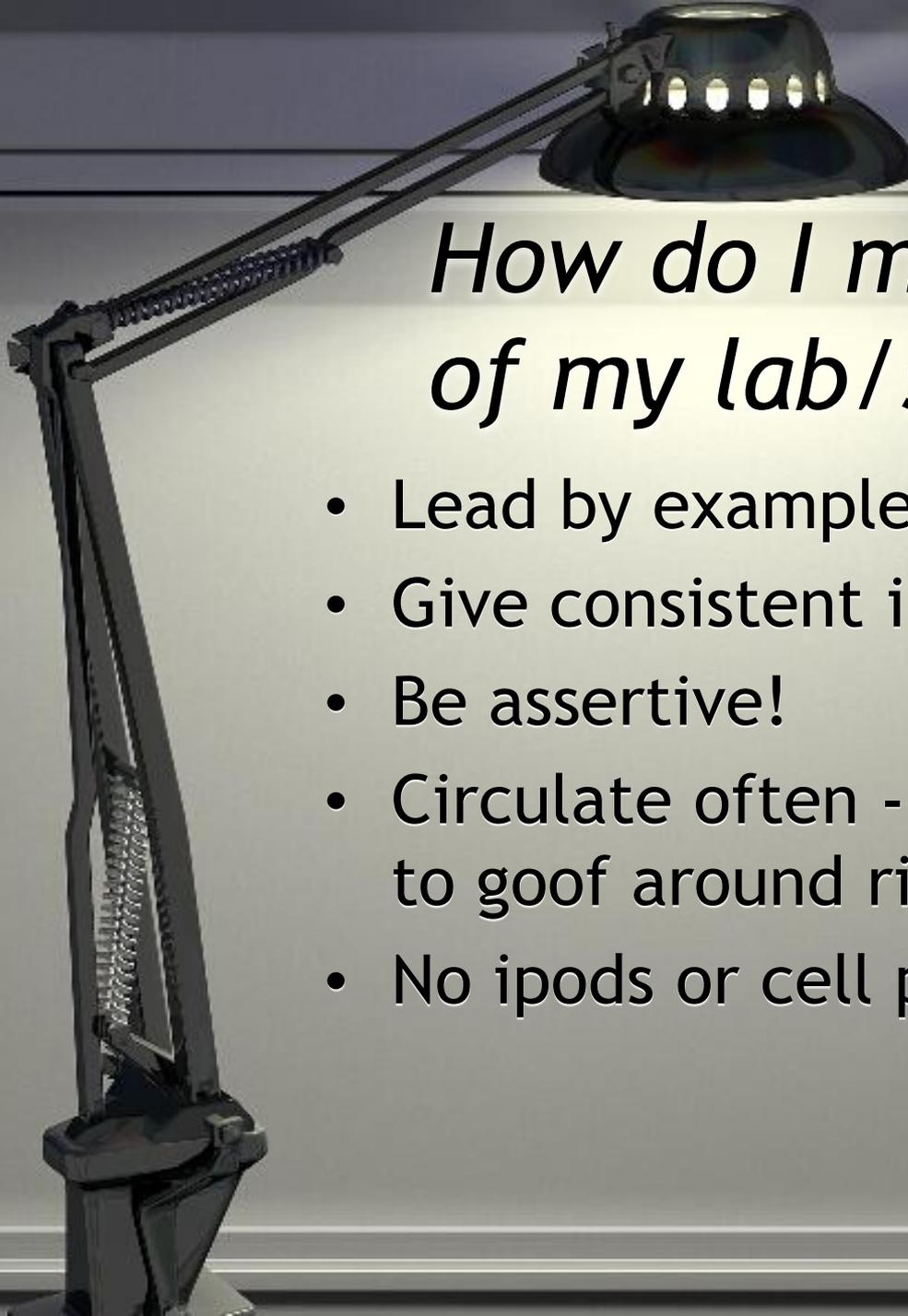
TA Tips: Working with your students

Chris Sadek (Chemistry) & Katie Biittner (Anthropology)



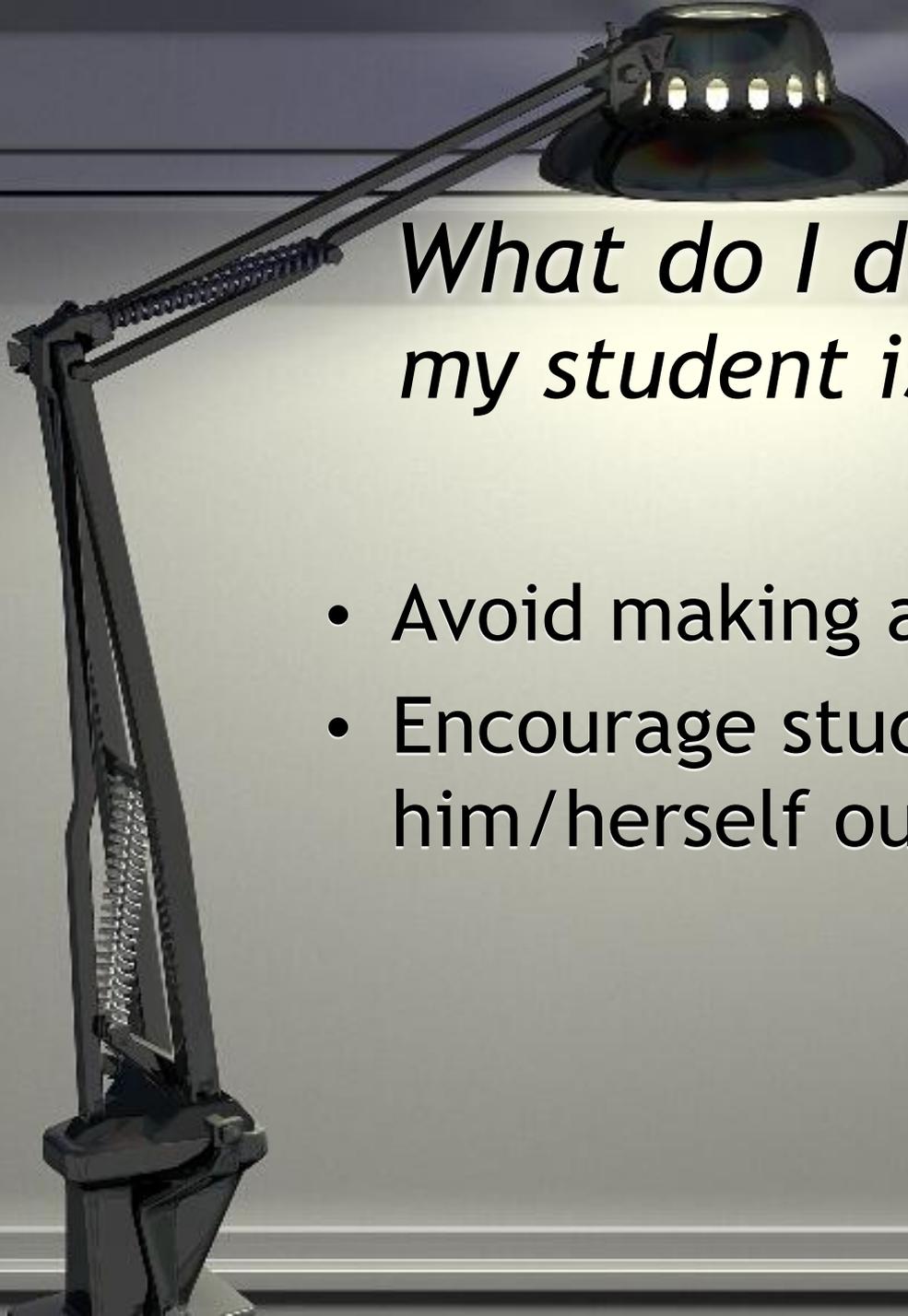
General Tips

- Be positive!
- Communication!!!
- Consistency!
- Preparation!!!
 - Sit in on a lab before you teach it
 - Know the lecture material and relate it to the lab/seminar
- Emphasize resources available to students (help room, office hrs etc).
- Make yourself available during the lab/seminar



How do I maintain control of my lab/seminar?

- Lead by example
- Give consistent instructions
- Be assertive!
- Circulate often - students are less likely to goof around right in front of you
- No ipods or cell phones



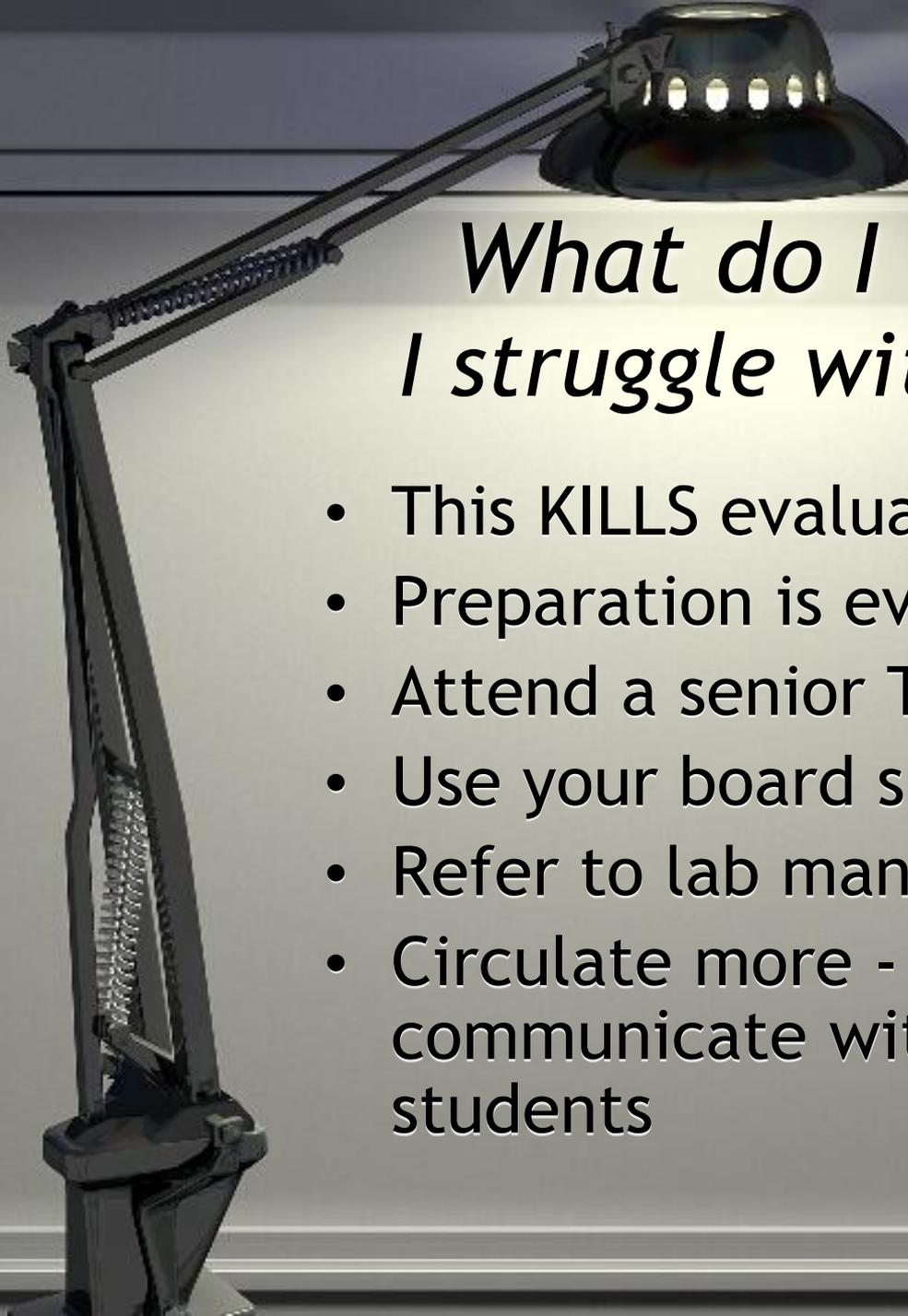
*What do I do if:
my student is crying in the lab?*

- Avoid making a scene
- Encourage student to compose him/herself outside of the lab



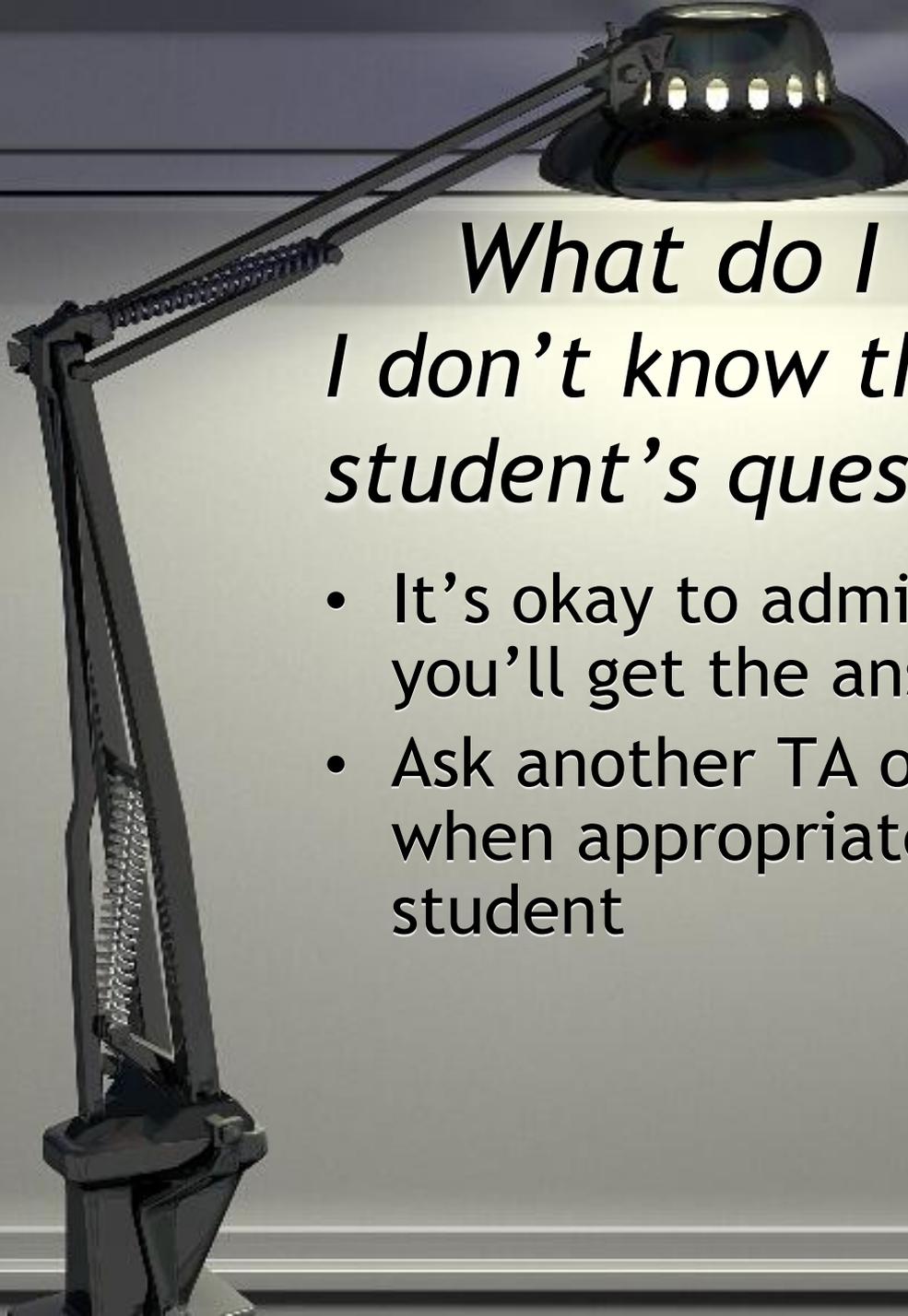
What do I do if: my student complains about marks?

- 1. Student is comparing grades with a student in another section*
 - 2. Student in danger of failing - asking for mercy*
- You should
 - Establish set of criteria when you are grading and explain that criteria to your students
 - Establish a policy/procedure for how to deal with grading complaints
 - 24 hour rule
 - Avoid making a scene during the lab



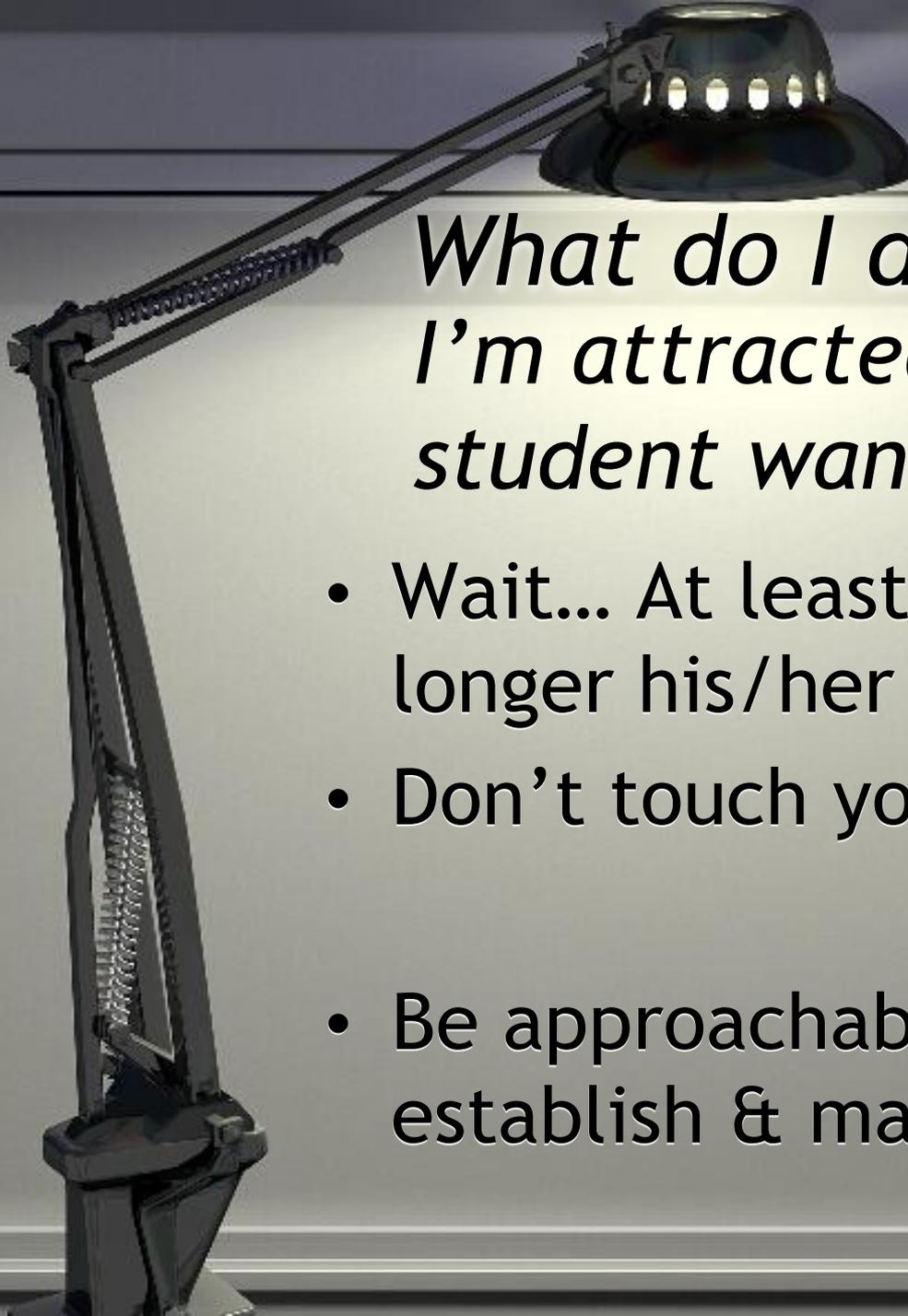
*What do I do if:
I struggle with speaking English?*

- This KILLS evaluations... practice!
- Preparation is even more critical
- Attend a senior TA's lab
- Use your board space effectively
- Refer to lab manual when possible
- Circulate more - it's easier to communicate with smaller number of students



*What do I do if:
I don't know the answer to a
student's question... and I should?*

- It's okay to admit you don't know, but you'll get the answer
- Ask another TA or the course instructor when appropriate, then explain to student



*What do I do if:
I'm attracted to my student/my
student wants me?*

- Wait... At least until you are no longer his/her TA
- Don't touch your students!
- Be approachable/friendly but establish & maintain boundaries



Protect Yourself

- Hold office hours in appropriate spaces at appropriate times
 - Always keep your door open & document meetings
- Use a sign-in sheet when receiving assignments/labs
- Know the “chain of command” for your department



Misc. Suggestions

- E-mail reply all
- Do not undermine/correct other TAs or course instructor/lecturer in front of students
- Be yourself