

# TA TRAINING

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# Helpful tips

Meet with the instructor and TA team: discuss the syllabus, classroom norms, late homework policy, attendance policy, grading rubrics, etc.

Introduce yourself on Canvas and let students know timing for review sessions and office hours

Communicate the timing for getting graded assignments back to students

Load review sessions, assignments, and other materials into Canvas

# Office Hours

- Communicate with the professor beforehand on how much you can help students on assignments
- Make sure you know what material was covered in previous classes, questions over homework, and where students are struggling
- Send out emails reminding students when office hours are

## Review Sessions

- Meet with professor and TA team to create an outline of topics to review - narrow down to 3-5 concepts to focus on in a session
- Before the session, send a reminder and agenda out to students
- Review the agenda and goals for the session and ask if there are specific questions over areas of focus
- Let students work individually or in pairs
- Feel free to bring snacks!

# Fair Grading and Rubrics

- Make sure to get rubrics from the professor or work on this with the other TAs to ensure consistency and fairness in grading
- Distribute rubrics and expectations ahead of time to students so that they are clear on grading parameters
- Ensure your grading is aligned with your fellow TAs
- Focus on the items on the rubric when grading and comment appropriately – feel free to create a shared doc of comments with your fellow TAs
- Return grades on time and do not discuss grades outside of the classroom



# Final Tips and Tricks

- Dedicate time for TA work on a regular basis; don't leave it to until the last minute!
- Maintain communication with professors throughout the term and ask for feedback on your work. (They appreciate it!)
- Ask for clarification if you're unsure about a task. You can waste a lot of time working on a project you didn't have to work on if you don't... trust me.
- Maintain empathy for the students in the class. Remember, they are people with full lives doing their best.



*Questions?*

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