

YALE SOM TA TRAINING FALL 2023

ACADEMIC AFFAIRS AND STUDENT LIFE

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REGISTRATION



[Portal Page](#)- Links to registration, tips, guidelines, and tools



Forms – Workday



I-9 must be signed in I-9 Verification Center (*221 Whitney Avenue closest*)



Training module on Canvas

RESTRICTIONS



According to University policy, students may not work more than 19 hours per week for all Yale jobs combined. This 19-hour weekly maximum applies to all positions at the University within and outside of SOM. Because of this policy, SOM students may not work as a TA for more than two classes at any given time. This includes full-semester and half-semester classes. TAs must attest they are in compliance with this policy as must all other students who have a combination of paid employment roles at Yale. Please contact AASL immediately for any questions.



May not TA a class you are presently enrolled in for credit



Non SOM TAs must clear appointments with their DGS

WORK

- 1 TA for every 30 students enrolled
- Expected to attend all scheduled class meetings
- TAs are not research assistants
- Hold weekly review sessions and/or TA Office Hours

PAYMENT

- The stipend for a full semester course is \$3,600
- The stipend for a half semester course is \$1,800
- TAs receive equal payments each Friday if this is their first TA position
- If a student has been a TA before, they are paid on a bi-weekly schedule
- Weekly timesheets are not required
- Non-Yale students are paid an hourly rate of \$25.71, must submit hourly timesheets each week, and are paid weekly on Fridays

STANDARDS

- Maintain a professional and available relationship with students
- Never grade the work of a student with whom you are in a relationship - your objectivity is compromised
- Inform AASL if you suspect a student is having personal problems
- Maintain a strict privacy standard in conversations outside the classroom (FERPA)

EXPECTATIONS

- Request grading guides and rubrics from faculty
- Clearly communicate policies and expectations to students
- Maintain consistent standards while grading
- Establish transparent goals for quality and timeliness in grading
- Keep faculty informed of student progress and feedback
- Follow up with students not meeting course requirements

REVIEW SESSIONS

Weekly review sessions are recommended in most cases – particularly in the core.

For sessions with fewer than 11 students, you can book breakout rooms on EMS.

If possible, plan topics for review in advance and advertise in class.

Faculty Support Staff (FSS) can help reserve rooms for review sessions with more than 11 students. Faculty support assignments can be found on the Portal.

SEXUAL MISCONDUCT AND THE CLASSROOM

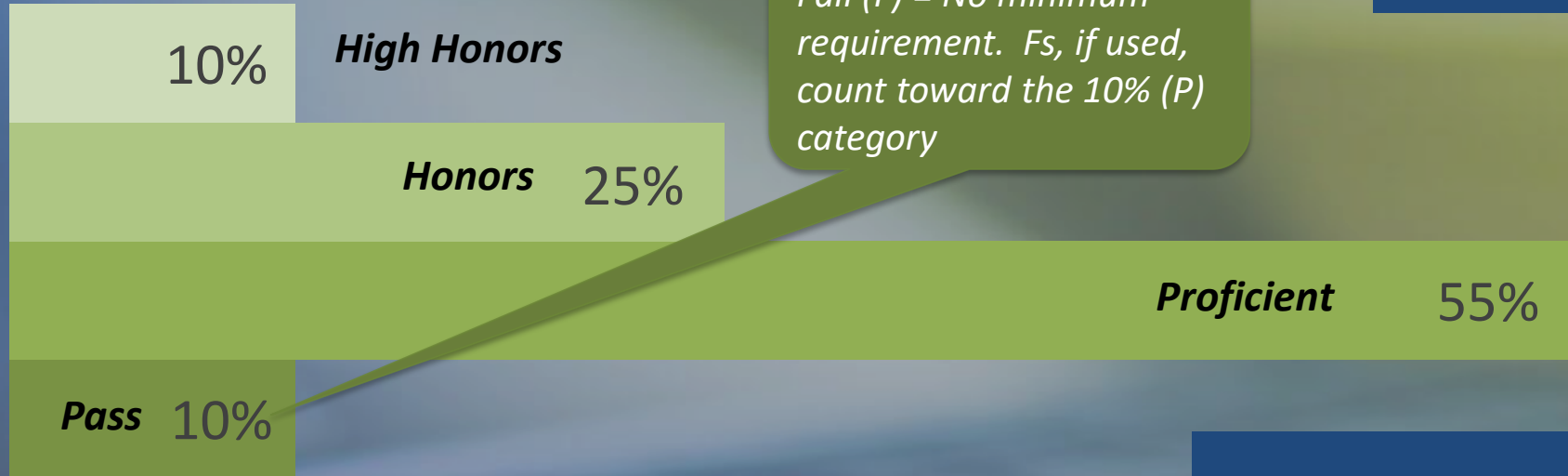
- Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance.
- If members of the faculty, whether professors **or teaching assistants**, introduce sexual misconduct or sexual disrespect into a professional relationship with a student, they abuse their position of authority, and are subject to disciplinary action.
- If sexual misconduct occurs, you must report to AASL, Rebecca Udler or to the SHARE Center.
- SHARE Center provides information, advocacy, and support for all students at Yale who have experienced any form of sexual misconduct.

SEXUAL MISCONDUCT AND THE CLASSROOM

- At SOM, students are here to learn from each other and create a community of mutual accountability.
- SOM expects you will be an advocate for mutual respect and apply your bystander training all the time, but especially in the classroom as a TA.
- As a TA, you are responsible for helping to set the classroom norms.
- If you ever have questions about the appropriateness of a situation, reach out to the faculty member, AASL, or the SHARE Center.

Anonymous grading option at faculty discretion

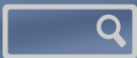
GRADING



ACADEMIC DISHONESTY



Using the same work product in multiple courses



Cheating on a test, exam or assignment



Failing to credit sources in work product



Fabricating or misrepresenting results

COMMUNICATING WITH STUDENTS

Best practices:

- **Use Canvas as your main communications platform.** Multiple platforms make it difficult for students to track important notifications regarding assignments and helpful information shared by TAs. Slack in particular can be hard to follow as information easily becomes lost in various threads.
- **Publish the list of topics to be covered in TA Review sessions ahead of the sessions and record them for those who cannot attend.**

SUGGESTIONS FROM PAST TAs:

- Make sure the correct students are signed up and have access to the Canvas site
- Set norms early in class
- Be proactive in telling students to let you know of potential difficulties. There are many unique circumstances - best to be aware of these as soon as possible
- Use Canvas Announcements
- Smiles and other body language can go a long way!



RESOURCES

Payment

SOM Business Office
sombusiness.office@yale.edu

Student Employment
Office

General Help

Jessie Helton, AASL
jessica.helton@yale.edu

A/V

somit@yale.edu

203-432-7777

Faculty

Class Policies

Rubrics

Faculty Support

Canvas Access
Room reservations
Copying
Printing