

YALE SOM TA TRAINING

Fall 2024

ACADEMIC AFFAIRS AND STUDENT LIFE

Jessie Marchant (Helton), Associate Director, AASL

Trisha Chaudhary, MBA Class of 2024 & YSPH Class of 2025

*Jessica Rogers & Enoc Reyes, Media and Production Control
Center Specialists, SOM Media Services*

*Melissa Scheve, Associate Director of Faculty Teaching Initiatives,
EEICTL Learning to Teach*

Paul Seltzer, Local 33 Union Representative

REGISTRATION



Faculty enter TAs & their average weekly hours into registration website



[Portal Page](#) - Links to FAQs, 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

- New [TA staffing policy](#) hires TAs based on average weekly hours
- Historic enrollment determines the number of weekly TA hours a class has
- Expected to attend all scheduled class meetings
- TAs are not research assistants
- Hold weekly review sessions and/or TA Office Hours – be consistent

PAYMENT

- TAs for full semester courses are hired and compensated for a minimum of 10 hours per week at \$5,535 and are members of L33 union
- TAs for half semester courses are paid \$39.54/hour (= hourly wage of full semester). No minimum weekly hours
- TAs receive equal payments weekly 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 \$39.54, must submit hourly timesheets each week, and are paid weekly on Fridays

PAYMENT

- The first step to getting paid is for faculty/faculty support to enter you into the registration system. You will get a confirmation email and your appointment will show up on your student employment dashboard.
- Paperwork takes awhile to be processed – however, if you do not see your appointment on the student employment dashboard three weeks into the semester, please contact jessica.marchant@yale.edu and/or sage.fortune@yale.edu immediately.

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 and return grades in a timely manner
- 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

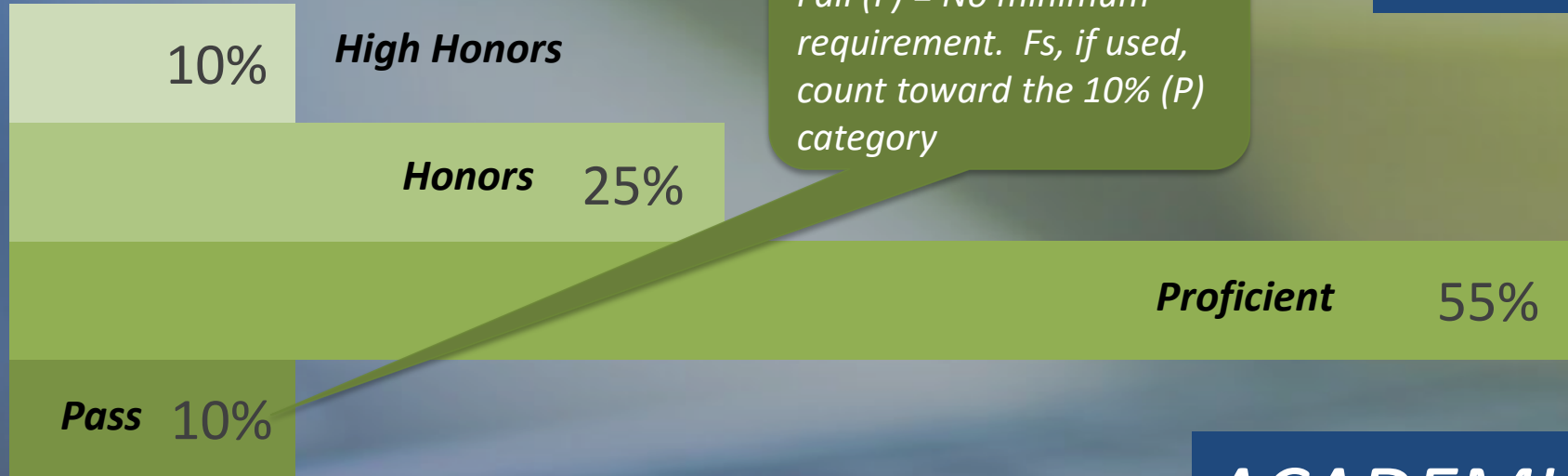
- Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance.
- If members of the faculty, whether professors **or teaching assistants**, introduce sexual misconduct or sexual disrespect 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
– go to your faculty



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; AI violations

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.
- All grade disputes should go through your faculty.
- Boundaries – you may get questions at odd hours from students. Keep faculty informed if you are swamped by student communications.

Excused Absence Policy

- All assignment extension requests should go through AASL. TAs cannot approve extension requests.
- Each SOM course has its own excused absence link created and managed by AASL.
- TAs need to loop AASL in immediately if a student will be out for an extended period of time.

Excused Absence Policy

- Absences from SOM courses can be excused when they are due to medical issues, personal emergencies, and religious holiday observance. Excused absences can be requested by using the individual request form for each SOM course, typically found on the course site on Canvas.
- Students seeking an excused absence will need to submit a separate, very short form for each course in which they are enrolled. There may be a delay in the availability of request forms at the start of each term. Excused absences do not need to be requested before the form for a course becomes available.
- Remote attendance is not being offered in SOM courses, and Zoom will not be used in the classroom. Faculty may make course recordings available on Canvas.
- For absences due to a medical issue, students must consult a medical professional before submitting an excused absence request – typically either by calling Acute Care to consult the triage nurse by phone, or by visiting in person. Documentation of the call or visit is not required. Absences due to COVID will be treated the same in all regards as any absence due to a medical issue of the same severity. There is no need to contact AASL regarding absences due to a medical issue.
- For absences due to a personal emergency, please speak with a member of the AASL team before submitting an excused absence request.
- For absences due to the observance of a religious holiday, there is no need for prior contact or approval.

Excused Absence Policy continued

- Requests should be submitted before the absence when possible, and as soon as possible after the absence otherwise. Absences may not be able to be excused when this form is submitted either after the last class session of the course meets or more than a week after the absence.
- These policies apply to absences from SOM courses only. For policies on absences from non-SOM courses, please speak to instructors directly.
- Please note that if any circumstance will cause a student to miss more than two weeks of classes within a single term, the student will be directed to take a leave of absence for the term. Students facing a situation that may result in missing more than two weeks of classes should contact AASL immediately.
- Please note that students are responsible for all missed course content, assignments, lecture notes, handouts, and other course materials. The due dates of assignments will not routinely be extended even in situations where an absence may be excused. In cases of absence due to a prolonged medical or personal emergency that makes the completion of course work impracticable, or in acute medical or personal emergencies that preclude turning in a completed assignment, students should contact AASL to discuss a reasonable extension of the assignment due date. Assignment extension requests will not be granted in cases where an absence was not excused.

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!



Check-ins, feedback, and help

- AASL will hold open check-ins through the semester for TAs
- Anonymous feedback forms will be distributed throughout the semester
- Always feel free to reach out to Jessie with any issues

RESOURCES

Payment

SOM Business Office
sombusiness.office@yale.edu

Student Employment
Office

General Help

Jessie Marchant, AASL
jessica.marchant@yale.edu

Check-ins/feedback
sessions/anonymous forms

A/V

somit@yale.edu

203-432-7777

Faculty

Class Policies

Rubrics

Faculty Support

Canvas Access
Room reservations
Copying
Printing

TA TRAINING

Trisha Chaudhary

Fall 2024



Yale SCHOOL OF MANAGEMENT

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
- Ask professor for materials from last year's review sessions
- Before the session, send a reminder and agenda out to students
- Review the agenda and goals for the session; make sure content is still relevant
- Study the material so you know what you're talking about!



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

- TA experiences vary based on the class and professor
- Make sure you check final exam dates in advance and plan travel around them
- Double check that the faculty's staff support know you're a TA for the class so you get paid on time



Questions?

jessica.marchant@yale.edu





MEDIA SERVICES OVERVIEW

FALL 2024

TA TRAINING

FROILAN CRUZ
JESSICA ROGERS
ENOC REYES
MICHAEL BARRETT

HELLO FROM THE MEDIA SERVICES TEAM!

What does Media Services support?

Evans Hall technology including 16 classrooms, 3 event spaces, breakout/conference rooms and more

What are our services offerings?

FOR CLASSES & OTHER EVENTS:

- Classroom/podium support
- Lecture Capture/Panopto Media Library support
- Zoom Video Conferencing Support

ALSO:

- Dedicated Tech Support (Zhang)
- Zoom Webinar Setup and Support
- YouTube Livestream Setup and Support
- Event Overflow
- Distributed Audio in Evans Hall
- Translation Technology
- Broadcast Studio
- Breakout and Conference Room Technology





MGT/MGMT CLASS SUPPORT

TECH ASSIST, LECTURE CAPTURE, PANOPTO MEDIA LIBRARY

FALL 2024 MGT/MGMT MEDIA SUPPORT STANDARDS

Tech assist: All classes have a technician assigned to assist the faculty at the start of the semester

- The tech arrives 10-15 minutes before the class
- Techs are there to ensure the room is functioning properly
- Support will continue for each class until the faculty indicates they are all set.

Lecture Capture: All classes are recorded!

Panopto Media Library: By default, the recordings appear in an *unpublished* state (accessible to course admins only)

- If faculty would like to *publish* all recordings, you or the faculty support staff can inform us of the faculty's request and we can adjust the folder's settings to publish
- If faculty keep their recordings unpublished but you need to give access to a student, an Approved Access folder will need to be created. Email somit@yale.edu to create the folder and follow the attached instructions to share.

If you do not see a class recording in the Media Library, please send us an email to somit@yale.edu so we can assist.



PANOPTO MEDIA LIBRARY

The screenshot displays the Panopto Media Library interface. At the top, the 'Yale Media Library' logo is on the left, and a search bar contains the text 'Search in folder "Fall 2023 - MGT 404 01-05 (FA23): Basics of Economics ..."'. Below the search bar, a dark navigation bar shows the current folder path: 'Fall 2023 - MGT 404 01-05 (FA23): Basics of Economics and Game Theory'. To the left of this bar is a sidebar with navigation options: 'Create', 'Home', 'My Folder', 'Subscriptions', 'Shared with Me', 'Everything', 'In Progress 8', 'Scheduled 2056', 'Bookmarked', and 'Browse'. The main content area features a row of folder thumbnails: 'Approved Access', 'Fall 2023 - MGT 404 01 (FA...', 'Fall 2023 - MGT 404 02 (FA...', 'Fall 2023 - MGT 404 03 (FA...', 'Fall 2023 - MGT 404 04 (FA...', and 'Fall 2023 - MGT 404 05 (FA...'. Below these are video thumbnails for 'MGT 404 REVIEW_10112023_0730' (1:00:00), 'MGT 404 Math Review_10102023_0430' (1:29:59), 'MGT 404 Math Review_10102023_0830' (1:29:59), and 'MGT 404 Math Review_10032023_0430'. A 'System' settings icon is visible in the bottom left corner.

Admin view of an umbrella'ed course

-section folders within the umbrella'ed Media Library

-published review sessions on main umbrella Media Library page

-Approved access folder to share with excused absence (recordings in section folders are unpublished)



Yale SCHOOL OF MANAGEMENT

PANOPTO MEDIA LIBRARY

Yale Media Library Powered by Panopto

Search in folder "Fall 2023 - MGT 404 01 (FA23): Basics of Economics"...

Yale JR

+ Create

Fall 2023 - MGT 404 01 (FA23): Basics of Economics

Home My Folder Subscriptions Shared with Me Everything In Progress 8 Scheduled 2056 Bookmarked Browse

All Dates

Approved Access + Add folder

Sort by Date

MGT-404-01 (FA23): Game Theory- RED_10102023_0240
• 10 months ago
Will be available to viewers on 1/1/9999 12:00:00 AM (UTC-05:00) Eastern Time (US & Canada).

MGT-404-01 (FA23): Basics of Economics- RED_10092023_0830
• 10 months ago
Will be available to viewers on 1/1/9999 12:00:00 AM (UTC-05:00) Eastern Time (US & Canada).

Coordination Games

		Player 2	
		Ballot	Price Fight
Player 1	Ballot	1, 2	1, 1
	Price Fight	0, 0	2, 1


MGT-404-01 (FA23): Game Theory- RED_10052023_0240
• a year ago
Will be available to viewers on 1/1/9999 12:00:00 AM (UTC-05:00) Eastern Time (US & Canada).

MGT-404-01 (FA23): Basics of Economics- RED_10042023_0830

Unpublished videos with the 1/1/9999 availability



Yale SCHOOL OF MANAGEMENT

A dark, semi-transparent overlay covers the entire image. The background is a photograph of several people's hands and forearms gathered around a table, looking at and pointing to documents. The lighting is soft, and the colors are muted, creating a professional and collaborative atmosphere.

TA REVIEW SESSIONS AND MEDIA SUPPORT FOR OTHER EVENTS

TA REVIEW SESSIONS AND OTHER MEDIA SUPPORT

Unless “Media Services” support is selected when booking your event and you have received confirmation via our SOM Service Desk (JIRA) Ticketing system, we don’t have your event on our radar!

After booking your space, if you have Media Services needs, please follow up with an email to somit@yale.edu

- We can help schedule:
 - **Tech Assist/Kick & Go:** Schedule someone to stop 10-15 minutes before your event to ensure you’re set up
 - **Recording:** Confirm that your event is “flagged” for the classroom recorders to record (we also check audio/video on recording)
 - **Media Library:** Direct that recording to a specific media library
 - **Classroom Zoom Support:** Assist getting the classroom onto your Zoom meeting.
- The more details/updates the better!
 - Ex: If you request a tech assist/kick & go – and then end up using Zoom, our tech may leave only 5 minutes to check in before your event vs. 10-15 if they know your event may have some advanced setup needed.
- Pressing the help button or calling down with a same day request will put you last in line for assistance to the events on our calendar. *ESPECIALLY FOR LUNCHTIME EVENTS AT THE START OF THE SEMESTER!



ZOOM

- Everyone at Yale has their own licensed Zoom account!
- Use SSO/your Net ID at yale.zoom.us or on the app to activate and adjust settings

Reminder: Yale SOM policy for students with an approved absence is that Zoom sessions are not permissible as an alternative to in-person attendance. Faculty can decide to give the student access to the lecture capture recording if they wish.

- **For Classes** (Ex - **remote guest joining a class session or faculty needs to teach remotely**) connect with your course's Faculty Support Staff!
 - They have the ability so schedule Zoom meetings on behalf of the faculty, or request an interactive zoom experience where we connect from the Media Control Center and fully man the cameras (first come, first serve availability). This approach is especially useful for surprise guests or guests arriving mid-class.
- **For Review Sessions** where **students** need to access the Zoom link, you can create the meeting within the Zoom tab on the course's Canvas page.
 - Students will see the link on the Zoom tab, and if the Zoom is recorded, the recording will go directly into the Media Library!
- Any club or other Zoom meetings you create can be created using your Zoom App/Outlook/Web Interface as needed.



Media 911

Phone Our direct phone number - **(203) 436-4435** – is on a placard at all classroom lecterns and can be called for immediate dispatch of a technician or quick troubleshooting over the phone. Also the best practice for same-day requests.

Help Button Will send an alert to the Media Services team and someone will be dispatched to your classroom

(Above methods available only during business hours – M-F 8am-5pm)

Slack The TA-MS channel **#ta-and-media-services-classroom-support** should be used to communicate **technology issues with Media Services** (please be sure to specify classroom # and issue). If you are not on it yet, please email somit@yale.edu asking to be added.

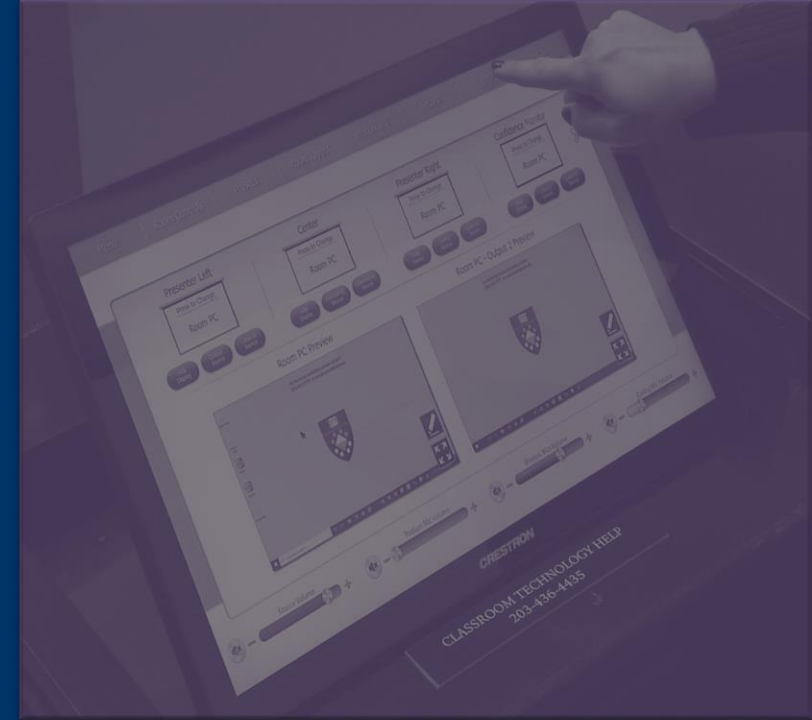


PODIUM/LECTERN TRAINING

You have the option to attend one today! If you need additional training, your TA Training Page in Canvas has a video you can watch.

We are also happy to provide 1:1 or small group in-person trainings.

<https://yale.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=c1d6ab6a-97d8-43d7-a9dc-ae3100e010a8>



BREAKOUT/CONFERENCE ROOMS

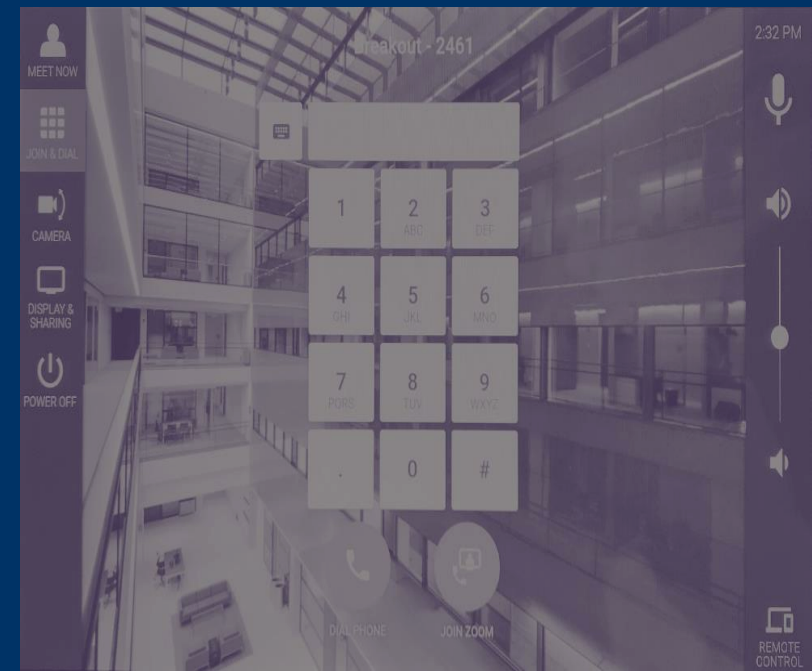
These are self-serve Zoom Rooms

However, we do support the technology so if you discover any technical problems in a room, please report to somit@yale.edu or (203) 436-4435 for immediate troubleshooting assistance

If you need additional training we can schedule a quick tutorial.



Yale SCHOOL OF MANAGEMENT
<https://confluence.som.yale.edu/display/SC/Breakout+Room+Technology>



THANK YOU!

QUESTIONS?

✉ SOMIT@yale.edu

☎ (203) 436-4435

#ta-and-media-services-classroom-support
Yale SCHOOL OF MANAGEMENT



Panopto/Media Library Approved Access Folder Instructions

The following instructions are for when faculty would like their Panopto Media Library to be otherwise hidden from all students to view, with the exception of approved student access to specific recordings on an as-needed basis.

1. Preliminary step: Send an email to SOMIT@yale.edu to have an Approved Access folder created.

----- Once the folder is created by Media Services, you can share individual videos out with the following steps -----

To Give Approved Access to a Recording:

Step 1: Make a Copy of the Recording

1. Sign into Canvas using account with Instructor or TA access of course
2. Locate course
3. Navigate to Media Library
4. Locate recording you wish to share
5. Hover over title or description to see Menu Options for the video
6. Select the **Settings** gear symbol
7. Select **Manage** on the left side menu
8. Locate Copy Video area (3rd Section Down).
9. Select the dropdown menu and begin typing the word "Approved". Since it is a recent folder you have accessed, the **Approved Access in Spring 2021 MGT XXX 01 (SP21): COURSE** folder should show as soon as you stop typing
10. Select this folder.
11. Finish copying the recording to the folder by selecting the "Create Full Copy" blue button.

Step 2: (OPTIONAL)Set the duration for the file (e.g. some faculty like to give only a week or so to view)

1. Navigate into the Approved Access folder within the course's Media Library.
2. Locate the file you just copied in and would like to share.
3. Hover over the file title or description to view menu options for the recording
4. Select **Settings**. This will bring you to the Overview page of the left side menu
5. Scroll down to Availability and instead of "With its folder (never), Select "**Starting...**" and choose date/time to start.
6. Change the Session remains available option from "With its folder" to "Until..." and choose date/time to end viewing.

Step 3: Give access to Students

1. Navigate into the Approved Access folder within the course's Media Library.
2. Hover over the recording you copied into this folder and select the three dots for **More Actions**
3. Select **Publish**.
4. Hover over the recording again and select the **Share** button.
5. Invite people by typing their net ID or email address and selecting them to add to the access list (use the one associated with the Net ID, NOT the "suggested user")
6. Ensure the "Notify People by Email" box is checked. Type a note if you'd like.
7. Press Send and Save Changes

If you need to navigate back to the main folder to repeat these steps for another file, select the up arrow at the top of the page to the left of the Approved Access folder tile.

Please email SOMIT@yale.edu if you have any trouble or need additional assistance. Thank you!

