

From: Sharon Hargus (TA coordinator), Brent Woo (Lead TA)
To: Linguistics Department 2017-18 TAs (new: Carrasco, Ng, Shapiro, Thompson, Wada; continuing: Fitzmorris, Huang, Jones, Paullada, Rolston)
Cc: Mansfield, Wright

Re: Autumn 2017 TA Orientation Schedule

1 Goals of Linguistics Department TA¹ training activities

At the beginning of every Autumn quarter, the Linguistics Department holds a workshop for new and continuing TAs. The purpose of TA training within the Linguistics Department is to:

- establish a departmental community of teachers who can be a resource for each other
- provide a forum where lessons learned by grad student teachers can be shared with each other

We hope this information will be immediately useful and/or useful later during your teaching experiences at UW.

2 New TAs

2.1 Center for Teaching and Learning TA Training

As a reminder, new TAs (or any who have never attended the Center for Teaching and Learning (CTL) training) should attend at least part of the 2017 TA Conference on Teaching and Learning (Conference Core Workshops) on Monday Sept 18 (international TA Program workshops—probably not applicable to anyone in this department this year), Tuesday and Wednesday Sept 19-20 (all TAs). The schedule is available at <http://www.washington.edu/teaching/programs/ta-conference/>. We recommend the following:

- Opening plenary session
- Teaching Social Science and Humanities Quiz Sections: First Day and Beyond
- Including all students
- Activities to Engage Your Students in Learning
- Canvas: Quickstart and Canvas: Conquering Assignments and Grading

Please register for the workshops that you would like to attend:

<http://www.washington.edu/teaching/programs/ta-conference/conference-registration/>

2.2 Videotaping

New TAs (or any who have never participated in this activity) are required to be videotaped while teaching for a few minutes and then critiqued afterwards. CTL helps us

¹‘TA’ in this document means any graduate student teacher (i.e. teaching under another instructor or teaching a stand-alone class).

organize this “microteaching” workshop, which will take place Tuesday, Sept 24, 9:30-noon, Savery 139. The presentation will be videotaped and commented on by the lead TA and other new TAs. New TAs should come to this event having prepared a 3-to-5-minute teaching segment on any topic of their choosing. You will be contacted later by the lead TA with detailed information about how to prepare for microteaching. For now, there is a little information about this at http://faculty.washington.edu/sharon/microteaching_worksheet.pdf

Around 12:30, continuing TAs Courtney Mansfield and Molly Fitzmorris will host a question and answer session over lunch (provided by the department) for new TAs, location TBA.

3 All TAs

All new and continuing general linguistics TAs are required to attend the Linguistics Department TA workshop on Monday morning, September 25 (202 CMU). Here is the departmental TA workshop schedule.

9	Wright, Hargus and Woo: Welcome
9:05	Hargus: Departmental policies on teaching ²
9:30	Fitzmorris: Lesson planning
9:55	break
10:05	Jones, Paullada: Non-lecture activities for linguistics classes
10:30	Woo: Sample linguistics class
10:55	break
11:05	Mansfield, Huang: Teaching international students
11:30	Rolston: Scheduling and time management
11:55	workshop evaluation
12	UAW Local 4121
12:30	Adjournment

Continuing TAs who have already heard the union presentation may leave at noon.

4 Beginning of the year calendar for TAs

<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>
<i>Sept 18</i> CTL TA/RA Conference	<i>Sept 19</i> CTL TA/RA Conference	<i>Sept 20</i> CTL TA/RA Conference	<i>Sept 22</i>	<i>Sept 23</i>
<i>Sept 25</i> dept TA workshop	<i>Sept 26</i> videotaping, Q&A lunch	<i>Sept 27</i> first day of classes		

²Before the workshop, please read the following document:
http://depts.washington.edu/lingta/Dept_teaching_policies.pdf