

From: Sharon Hargus (TA coordinator), Anna Moroz (Lead TA)
To: Linguistics Department 2019-20 TAs (new: Ahn, Barnes, Deaton, Munger, Ukasick, Tian; continuing: Chartier, Manrique, Rolston, Thompson, Zamaraeva)
Cc: Bender, McGarrity

Re: Autumn 2019 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 2019 TA Conference on Teaching and Learning (Conference Core Workshops) on Monday Sept 16 (international TAs), Tuesday and Wednesday Sept 17-18 (all TAs). The schedule is available at <http://www.washington.edu/teaching/programs/ta-conference/>. We recommend the following:

- Opening and Closing Plenary
- Teaching Social Science and Humanities Quiz Sections: First Day and Beyond
- What if? Preparing for Challenging Moments
- Equity and Access: Teaching Practices in the Diverse Classroom
- Increasing Student Success with Active Learning

The following sessions may be useful to some of you. Read the description and decide for yourself:

- Presenting Information Effectively for Students
- Canvas: Quick Start and Canvas: Conquering Assignments and Grading

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

By now you should have registered for the workshops that you would like to attend (by clicking on the link on the conference home page).

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. The presentation will be videotaped and commented on by the presenter, the lead TA and other new TAs. This “microteaching” workshop will take place Friday, Sept 20, 1:30-4:30, location to be announced. 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 more information about how to prepare for microteaching. For now, you can find some information about this at http://faculty.washington.edu/sharon/microteaching_worksheet.pdf

3 All TAs

All new and continuing general linguistics TAs (and computational linguistics TAs in their first year or with appointments that require classroom teaching) are required to attend the Linguistics Department TA workshop on Thursday afternoon, September 19, and Friday morning, September 20, in ECE M406. Here is the current workshop schedule.

Sept 19 afternoon:

12:30	on-site I-9 verification (new TAs only; Lauren Bachman)
1:30	Hargus and Moroz: Welcome
1:35	Hargus: Departmental policies on teaching ²
2:00	Chartier: Lesson planning and time management
2:25	break
2:30	Rolston: Establishing healthy workplace boundaries
2:55	Thompson: Assessment, grading and academic misconduct
3:20	Day 1 wrap-up; dismissal of continuing TAs
3:30	UAW Local 4121 union reps: the TA union
4:00	Day 1 adjournment

Sept 20 morning:

9:05	Coffee and continental breakfast available
9:20	Zamaraeva: What I wish I had known about teaching ahead of time
9:45	Moroz and Manrique: DRS, student crisis response
10:10	break
10:15	McGarrity: Student evaluations of teaching
10:40	Bender: Balancing research and teaching
11:05	Day 2 wrap-up; evaluation of workshop
11:20	Day 2 adjournment

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

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 16</i> (new international TAs) CTL TA Conference	<i>Sept 17</i> (new TAs) CTL TA Conference	<i>Sept 18</i> (new TAs) CTL TA Conference	<i>Sept 19</i> <ul style="list-style-type: none"> • (new TAs) I-9 verification • (all TAs) Ling Dept TA workshop, 1:30-4 pm 	<i>Sept 20</i> <ul style="list-style-type: none"> • (all TAs) Ling Dept TA workshop, 9:05-11:20 • LING 200 TA meeting, 12-1 • (new TAs) microteaching, 1:30-4:30
<i>Sept 23</i> New student meeting, 1:30-3:30, SAV 264	<i>Sept 24</i>	<i>Sept 25</i> first day of classes		