**SPRING 2020 PIE TEACHING TRAINING WORKSHOP/**

THE GRADUATE SCHOOL

**TA ORIENTATION**

*Friday, January 10th, 2020*

*The Great Hall, Fourth Floor, The Honors, Scholars and Fellows**House*

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**1:00-1:15pm Welcome**

Dr. Mark Riley, Dean of The Graduate School

Dr. Lisa Liseno, PIE Program Director & Assistant Dean of The Graduate School

**1:15-1:45pm Professionalism and Classroom Management**

**Presenters: Kat Chia, PIE Associate, Psychology, and Lauren Bagdy, PIE Associate, Education**

**Description:** An important part of teaching is successfully and professionally communicating with your students, both in- and outside the classroom.  This communication begins with the persona you project and the way you lay out your course. We will also discuss ways to address tricky situations that might arise during your interactions with students.

**1:45-2:15pm Canvas Essentials**

**Presenter: John Braswell, Instructional Technology Administrator, Office of Distance Learning**

**Description**: Canvas enables instructors to integrate technology into their course design for more effective and efficient communication, accessibility to course content, assessment, and grading. This workshop will feature step-by-step instructions for adding course materials, creating online homework and quizzes, managing the class grade book, and keeping students up to date with their responsibilities.

**2:15-2:45pm** **Providing Student Feedback: Grading Concerns & Practices**

**Presenter: Melanie Medina, PIE Associate, Biology**

**Description:** Student assessment is an important function for every Teaching Assistant and Instructor. Every Instructor and Teaching Assistant will benefit from learning appropriate grading techniques and from improving how they provide student feedback. This session addresses types of assessments, time management for graders, and tips for providing purposeful and timely feedback.  We will also discuss how to use online tools to improve grading efficiency, consistency, and record keeping.

**2:45-3:00pm BREAK**

**3:00-3:40pm Setting your Semester up for Success**

**Presenter:** **Mark Zeigler, Teaching Professor, College of Communication & Information,**

**Description:** “You never get a second chance to make a good first impression."  Set a positive learning tone in your class from day one.   Topics include: early-semester best practices, engaging with students and instructors, campus resources to support you as a TA. Walk away with tangible action items so you make a positive first impression with long-lasting results.

**3:40-4:55pm University Teaching Policy Panel: Academic Honor Policy, FERPA, ADA, and Sexual Harassment**

**Panelists:**

Ann DelRossi, Academic Affairs Administrator, Faculty Development & Advancement

Katie Cloud, Associate Registrar, Office of the Registrar

Dr. Jennifer Mitchell, Assistant Dean/Director, Student Disability Resource Center (SDRC)

Amber M. Wagner, EOC Compliance Investigator, The Office of Equal Opportunity & Compliance

**Description:** Panelists will take turns giving a short (5-10 minute) overview of the above-mentioned policies and then take questions from audience members.

**4:55-5:00pm Where You Go From Here/Wrap Up**

Dr. Lisa Liseno, PIE Program Director & Assistant Dean of The Graduate School