Workshop
for
New TAs

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Why we TA

- Communication with students

- Practical / hands-on experience

- Monitoring progression

- Personal instruction

TA Duties

1. Preparation for Tutorials

2. Delivering Tutorials

3. Marking Assignments / Exams

4. Out-of-class support

Preparing for Tutorials

- Meet with course instructor regularly
  - Announcements to be made in class
  - Full material or rough outline of tutorials
  - Questions / concerns to be raised with instructor

- Know the course material
  - Enough to answer most questions
  - Work through sample problems
  - Know the technology

Preparing for Tutorials

- Plan your tutorials
  - Budget the time; allow for derailment
  - Practice the material
  - Create variety; not just stand-and-present

- Develop supporting materials
  - PowerPoint, Examples, Quizzes, Code, etc.
  - Arrange for Projectors, Laptops, etc.

Delivering Tutorials

- Motivation for the material
  - A question to answer or task to accomplish

- Engage the students
  - Not just answering questions
  - Ad hoc group work
  - Impromptu tasks
  - Group discussions

Delivering Tutorials

- Admit when you don't know something
  - An opportunity to demonstrate use of resources

- Body language is important
  - Sublingual cues affect perception of competence

- Your passion can be infectious

Marking Assignments

- It just takes a lot of time!
  - 5 ~ 6 hours per tutorial section

- Have a detailed marking guide
  - Should be provided by course instructor
  - Clear numerical quantification of assignment grade
  - Directly reflects assignment description

Marking Assignments

- Provide written feedback
  - Some aspects of assignment may be subjective
  - Written comments in code (if applicable)
  - Justification of numerical scores

- Be prepared to defend the mark you give
  - Some students will complain about their mark
  - Admit to mistakes, but be firm otherwise
  - Can always refer them to the course instructor

Out-of-class support

- You may be required to set office hours

- Email is the most common form of support

- OK to set some ground rules
  - ie: only answer student emails between 9am-5pm
  - Try to avoid night-before-assignment scramble

Important Technologies

My UofC : http://my.ucalgary.ca/
- Student Center ; Self Service > Faculty Center
- Blackboard

Submit
- Talk to the course instructor

Drop-boxes on 2nd Flr. MS
- Sign out a key from ICT 602