



## **CWRU *HOW-TO* Guide for Teaching Assistant Training**

*This guide is based on CWRU Policies for TA Training, updated July 2019:*

<https://case.edu/ucite/ta-training>

### **General Guidelines**

**Q. *WHO* should complete teaching assistant training at CWRU?**

**A.** Any undergraduate, graduate, or professional school student assigned teaching assistant responsibilities must complete TA training per the Office of the Provost.

**Q. *WHO* is exempt from the Office of the Provost TA Training requirement?**

**A.** There are very few exemptions from the Office of the Provost TA Training requirement. One exemption includes graduate students working as TAs with other students in clinical settings (ex. Nursing and Medical school programs). If you have additional questions about exemptions, please contact UCITE ([GTATraining@case.edu](mailto:GTATraining@case.edu)).

**Q. *WHAT* types of activities are considered Teaching Assistant responsibilities?**

**A.** TA responsibilities include, but are not limited to: instructor (ex. graduate student TA as instructor-of-record for a course), recitation leader, lab assistant (ex. undergraduate or graduate student TAs supervising or assisting with a course lab section), or grader. In general, students who are employed as a TA and have contact with students and/or student academic work may be considered TAs for the purposes of the Office of the Provost TA Training requirement.

**Q. *WHAT* does the Office of the Provost TA Training requirement include?**

**A.** Undergraduate and graduate students assigned TA responsibilities must complete an online webinar and participate in an orientation seminar. The online webinar must be completed before students may participate in the orientation seminar. As part of the TA Training process, student TAs will register for a UNIV course which will provide transcript evidence of training once completed (i.e. UNIV 300 for undergraduates and UNIV 400 for graduates).

**Q. *WHEN* is TA Training offered?**

**A.** TA training is offered at the beginning of the fall and spring semesters. The online webinar will be available to students prior to the orientation seminar and may be completed anywhere students have access to Canvas. The orientation seminars will take place on campus. Students having challenges with Canvas access should contact Dr. Elise Geither at [gtatraining.case.edu](mailto:gtatraining.case.edu).

## **General Guidelines for TA Training (cont.)**

**Q. *WHEN*** must students complete the Office of the Provost TA Training requirement?

**A.** Undergraduate, graduate, or professional school students assigned TA responsibilities must complete TA training no later than the beginning of the semester in which their TA responsibilities start. For example, a graduate student may know that they will be an instructor-of-record in the spring semester. The student may complete TA training in the fall, preceding their term of employment. The student must complete TA training no later than the spring semester in which they begin their teaching responsibilities. Students who do not successfully complete the Office of the Provost TA Training requirement will be ineligible to work as a TA.

**Q. *WHERE*** can I find additional information about TA Training?

**A.** TA Training information is located on the UCITE website at <https://case.edu/ucite/ta-training>.

**Q. *WHERE*** can I find the complete CWRU Policies for Teaching Assistant Training?

**A.** The CWRU Policies for Teaching Assistant Training document is located on the UCITE website at <https://case.edu/ucite/ta-training>

**Q. *HOW*** do I begin the TA Training process?

**A.** University Departments are responsible for informing students of their status as a TA. Undergraduate, graduate, and international students who will be working as TAs have specific steps to follow in order to register for and complete the Office of the Provost TA Training requirement. Please see the step-by-step process below for each category of students.

## **Undergraduate Student TA Training**

CWRU encourages the responsible use of undergraduate teaching assistants (UTAs). Since undergraduate students may have limited experience in delivering instruction and/or dealing with complex academic situations, CWRU recognizes the special obligation to provide adequate mentoring and guidance for UTAs so they can properly fulfill their duties.

1. **Faculty members** are responsible for ensuring that an undergraduate student has the necessary background and abilities to function as a UTA in their course.
2. **Departments** are responsible for notifying UTAs of their appointments and the associated required training.
3. **Students** required to complete UTA Training will register for UNIV 300, Professional Development for Undergraduate Teaching Assistants. 0 Units.
4. **Faculty members** must supervise the activities of UTAs and review the work they produce.

### **Graduate TA Training**

Graduate students serving as teaching assistants (GTAs) are of critical importance to the University in fulfilling its educational mission. UNIV 400 is the only course that will satisfy the Provost Office's required training for GTAs. The training requirement applies to graduate and professional school TAs working with undergraduate or graduate students. UNIV 400 includes an online webinar and an orientation seminar designed to provide GTAs with skills and knowledge regarding university policies, campus resources, and best practices in teaching and learning. The webinar and orientation seminar must be completed prior to the term in which students begin their TA responsibilities. GTAs will also have opportunities to develop peer learning communities in order to network with and support one another.

### **Graduate Student TA Training**

1. **Faculty members** are responsible for ensuring that the Graduate student has the necessary background and abilities to function as a GTA in their course.
2. **Departments** are responsible for sending a roster of Graduate TAs (international and domestic) to UCITE. Departments are responsible for identifying Graduate TAs before the semester begins and sending the names of the GTAs to UCITE. Names can be sent directly to Elise Geither, PhD at [GTATraining@case.edu](mailto:GTATraining@case.edu). GTAs will then receive information and a link to self-enroll in the webinar. Names of GTAs who will begin their responsibilities in a fall semester should be sent no later than August 1st. Names of GTAs who will begin their responsibilities in a spring semester should be sent no later than December 10th.
3. **Students** required to complete GTA Training will register for UNIV 400, Professional Development for Graduate Teaching Assistants. 0 Units.
4. **Faculty members** must supervise the activities of GTAs and review the work they produce.
5. **Faculty members** may encourage students wishing to pursue a teaching position in higher education to participate in UNIV 401, Advanced Professional Development for University Teaching. This semester-long seminar provides participants with a learning community in which they will focus on specific elements of teaching and learning best practices. Students will observe CWRU faculty members, work with a faculty teaching mentor, develop course objectives, and apply their knowledge through coached teaching episodes. Transcript evidence of this course will formally document the student's interest in the Science of Teaching and Learning to potential future employers. UNIV 401 does **not** satisfy the Office of the Provost TA Training requirement.

### **International Graduate Student TA Training**

1. **Faculty members** are responsible for ensuring that the Graduate student has the necessary background and abilities to function as a GTA in their course.
2. **Departments** are responsible for sending a roster of Graduate TAs (international and domestic) to UCITE. Departments are responsible for identifying Graduate TAs before the semester begins and sending the names of the GTAs to UCITE. Names can be sent directly to Elise Geither, PhD at [GTATraining@case.edu](mailto:GTATraining@case.edu). GTAs will then receive information and a link to self-enroll in the webinar. Names of GTAs who will begin their responsibilities in a fall semester should be sent no later than August 1st. Names of GTAs who will begin their responsibilities in a spring semester should be sent no later than December 10th.
3. **International Graduate Students NEXT STEPS:**
  - a. Complete the GTA Training webinar.
  - b. Register for the Spoken English assessment (SET) during general graduate student orientation. This brief discussion with one of our professionals or Mentor TAs will assess international students' spoken English skills. All international TAs here on any visa should take this assessment.
  - c. Complete the SET assessment before classes begin.
  - d. SET assessment scores will determine additional steps necessary for international students. International students who do not meet the requirements for spoken English proficiency on the SET assessment will not be able to register for UNIV 400 and therefore may not serve as a TA during that semester.
4. **Faculty members** must supervise the activities of GTAs and review the work they produce.
5. **Faculty members** may encourage students wishing to pursue a teaching position in higher education to participate in UNIV 401, Advanced Professional Development for University Teaching. This semester-long seminar provides participants with a learning community in which they will focus on specific elements of teaching and learning best practices. Students will observe CWRU faculty members, work with a faculty teaching mentor, develop course objectives, and apply their knowledge through coached teaching episodes. Transcript evidence of this course will formally document the student's interest in the Science of Teaching and Learning to potential future employers. UNIV 401 does **not** satisfy the Office of the Provost TA Training requirement.

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## **Teaching Assistant Training Course Numbers, Titles, and Descriptions**

### **UNIV 300 - Professional Development for Undergraduate Teaching Assistants**

(NEW course)

All undergraduate students with teaching assistant responsibilities (UTAs) are required by the Office of the Provost to successfully complete training in the form of UNIV 300: Professional Development for UTAs. This course is designed to provide UTAs with skills and knowledge regarding university policies, campus resources, and best practices in teaching and learning. Course components include an online, self-paced webinar and an orientation seminar scheduled at the beginning of each semester. The UNIV 300 learning community will provide UTAs with opportunities to interact and network with peer colleagues serving as teaching assistants.

### **UNIV 400 - Professional Development for Graduate Teaching Assistants**

(formerly UNIV 400A)

CWRU is committed to ensuring excellence in its academic programs. For this reason, graduate students serving as teaching assistants (GTAs) are of critical importance to the University in fulfilling its educational mission. All graduate and professional school students with teaching assistant responsibilities are, therefore, required by the Office of the Provost to successfully complete training in the form of UNIV 400: Professional Development for GTAs. The training requirement applies to graduate and professional school TAs working with undergraduate or graduate students. UNIV 400 includes an online webinar and an orientation seminar designed to provide GTAs with skills and knowledge regarding university policies, campus resources, and best practices in teaching and learning. GTAs will also have opportunities to develop peer learning communities in order to network with and support one another.

NOTE: ONLY successful completion of UNIV 400 will satisfy the Provost Office training requirement for GTAs.

### **UNIV 401 - Advanced Professional Development for University Teaching**

(formerly UNIV 400C)

Advanced Professional Development for University Teaching is intended to provide participants with the chance to learn innovative, effective, and evidence-based teaching strategies that are useful in University classrooms. Taught by experienced teachers and graduate teaching assistants, this seminar will feature small group discussions about the Science of Teaching and Learning research literature, opportunities to observe experienced university faculty, and micro teaching sessions. On-the-ground and online learning settings will be incorporated into course activities in an effort to prepare students interested in university teaching with a broad background of learning environments. Participants will receive a certificate of completion and will have transcript evidence acknowledging successful completion of this professional development course.

NOTE: UNIV 401 does NOT satisfy the Provost Office training requirement for GTAs.

**Teaching Assistant Training Course Numbers, Titles, and Descriptions (cont.)**

**UNIV 402A – Professional Communication Skills in English – Emphasis on Pronunciation**

In this course, students will work on enhancing their pronunciation skills (vowels, consonants, and blends), syllable stress, word stress, and intonation. Students will also learn vocabulary and idiomatic expressions that are applicable to academic, professional, and daily life contexts.

**UNIV 402B – Professional Communication Skills in English – Emphasis on Fluency**

In this course, students will work on enhancing their skills in pronunciation, stress, rhythm, and intonation for fluency. Students will also learn common reduction and linking patterns for fluency in English.

**UNIV 402C – Professional Communication Skills in English – Emphasis on Presentation Skills**

In this course, students will focus on presentation skills. Students will practice using language skills for class discussions, office hours, networking, and formal presentations. Students registered for UNIV 402C may take UNIV 400 concurrently.

**TOTAL SPOKEN ENGLISH TEST SCORE: \_\_\_\_\_ / 100**

- 0 – 60 = UNIV 402A
- 61 – 70 = UNIV 402B
- 71 – 80 = UNIV 402C
- 81+ = Student should enroll in UNIV 400

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