

UCITE Teaching Assistant (TA) Training: Quick Reference for Spring 2020

As a reminder, the [Office of the Provost](#) requires that all CWRU Teaching Assistants have up-to-date TA Training. Visit the [UCITE website](#) for dates and updated information on training, policies, and schedules.

WHICH STUDENTS MUST COMPLETE THE TRAINING?

Any undergraduate, graduate, or professional school student assigned as a TA who will have contact with students and/or students' academic work.

Students **need to complete the training** if they will do any ONE of these tasks...

- work with other students as an instructor or classroom TA
- work as a grader and have access to students' information and grades
- serve as a recitation leader for a class
- serve as a grader or TA with office hours

...even if they are graduate students who completed UTA Training or were undergraduate TAs.

Students **do NOT need to complete the training** if they will serve in any one of these roles as a...

- research assistant who primarily assist faculty, as opposed to students
- UTA who completed UTA Training within the last 4 years. Check transcript for a P grade in UNIV 300.
- GTA who completed GTA Training within the last 3 years. Check transcript for a P grade in UNIV 400.

HOW DO STUDENTS COMPLETE THE TRAINING?

Undergraduate TAs: [All details and dates for GTAs are on the UCITE website.](#)

- Let us know you'll be there: UTA students use the [UTA Training Google form](#) to indicate their intent to attend.
- Register for UNIV 300 in SIS
- Complete training in the following sequence:
 - **Part 1:** Complete the "Professional Development for UTA's" Canvas Webinar before attending the on campus training session.
 - **Part 2:** Attend an on-campus training session. email utatrain@case.edu for any additional questions.

Graduate TAs: [All details and dates for GTAs are on the UCITE website.](#)

- Let us know you'll be there: GTA students use the [GTA Training Google form](#) to indicate their intent to attend.
- Register for UNIV 400 in SIS
- Complete training in the following sequence:
 - **Part 1:** Complete the "Professional Development for GTA's" Canvas Webinar before attending the on campus training session.
 - **Part 2:** Attend an on-campus training session. email gtatrain@case.edu for any additional questions.

International Students on F-1 Visas must also:

- Complete a Spoken English Assessment. Scores below 81/100 must take UNIV 402 (Spoken English)

FOR SPRING 2020, WHEN WILL A STUDENT'S TRAINING BE OUT OF DATE?

August 1, 2023 for UTA Training



August 1, 2022 for GTA Training

When training is out of date, students should complete their most recent Canvas webinar to learn updated training, but do not need to attend in-person training.

