

Prepare and Empower your Graduate Teaching Assistants to Support Undergraduates

UC Davis SITT 2022

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Agenda

- A practitioner talk focused on working with GTAs
- How to prepare and support GTAs to provide a positive undergraduate experience
- Understanding the GTA Experience
- Recommendations for success
- Time for Q & A

Introduction



About You and your Graduate Experiences

Let's use the Chat tool.



1) Have you ever been a GTA? *Yes or No*

2) If yes, please provide one word that best describes your experience being a GTA.

Fast Facts

30,431
undergraduates



In the 2021 to 2022 academic year:

- 1,860 GTAs* or approx. 39% of enrolled graduate students
- 89% were pursuing a PhD; 11 % were Masters
- 34% were International students
- 17% were from Historically Underrepresented Ethnic groups
- 50% identified as Male, 49% Female

**as defined by who has received fee remission for a TAship*

Special thanks to Meryl Motika at CEE and Karisa Asato in Graduate Studies for stats

Why pursue a GTAship?

- Need Funding
- Seeking Teaching or Professional Experience
- To support undergraduate education
- Add variety to research and studies



About your experiences working with GTAs

Let's use the **Chat tool**.



- 1) Have you worked with or supervised GTAs? *Yes or No*
- 2) Please provide one word that best describes your experience working with GTAs.

A Faculty Dream

My Graduate Teaching Assistants:



can teach my
large classes,
lead lab
sections and
more!!!

will help carry the
teaching load and give
me more time to..

have relevant
subject and
discipline
expertise

are more
relatable to
undergraduates

closer to
undergraduate
academic
experience

A Faculty Dream

My Graduate Teaching Assistants:



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To Achieve this Dream



Your GTAS will need:

- **Supervision and Mentoring** A lot of your time!!!
- **Organization and Structure** Time management, scheduling, deadlines...
- **Pedagogical Training** Learn on the job apprenticeship
- **Reflection on their Growth** What went well, where and how to improve
- **Support and Encouragement** Is not easy being a GTA

What are GTAs concerned about?

- **Workload beyond classroom teaching**
prep work, grading, office hours, emails, meetings, more!
- **Money for effort is low**
average a monthly stipend of approx. \$2,582 for 50% position
- **Interfere or impede degree completion**
juggling teaching and research responsibilities and more!
- **Frustration – not feeling like doing a good job**
most GTAS start with little to no teaching experience
- **Lack of ownership**
especially problematic if they have no control over what/how they teach (mainly execute)

Tip for Success



Tip #1 - GTA Job Description

- Go over *before hiring*
- Cover the Assigned Tasks and weekly Time Allotment
- Explain your Expectations
- Answer Questions

Know what to expect and can plan

Establish a constructive, respectful
and professional relationship

Title: Graduate Teaching Assistant

Course: ENG 003 *Introduction to Engineering Design*

Employing Faculty: Jennifer Mullin

Quarter: Spring 2022

Appointment: 25%

Responsibilities:

- Attend the weekly TA Team Meeting: 1 hr/wk
- Co-teaching Studio Sessions: up to 6 hr/wk
- Evaluation and grading (on Canvas) students' oral presentation assignments: up to 1 hr/wk
- Leading or assisting with Open Studio Sessions: up to 4 hr/wk

Course Description:

ENG 003 *Introduction to Engineering Design* is an undergraduate course with a highly collaborative, interactive and innovative format. With a focus on student's engineering communication skills, students also learn about digital technologies and relevant presentation formats such as elevator pitch, a technical meeting and giving a poster presentation. The team-based approach connects students with contemporary challenges, to design, build and test a prototype addressing a problem selected by the team. In lieu of a final exam

their posters and prototypes to invited guests that included faculty, alumni, graduate students and industry representatives. Some have referred to this class as a "pre-capstone" experience.

Preferred Skills:

Accountable and comfortable working in a collaborative team setting

Motivated to work with and to support undergraduate students

Experience with team projects, engineering design and/or research projects

Excellent professional, oral and written communication skills

General knowledge of computer programming, robotics and basic electronics

Experience with Arduino and/or Raspberry Pi technology or willingness to learn

Job Description Includes:

- Position Details
- Responsibilities
- Preferred Skills

Name: _____ Signature: _____

Date: _____

Tip for Success



Tip #2 – Establish a Work Schedule

- Prior to first week of instruction
- What, Where, When & Who
- Work with GTAs – accommodate schedules
- Hold a regularly scheduled weekly meeting!

Reduces time conflicts

Builds accountability



Ask your GTAs when they are available to work before instruction begins!

ENG 003 -TA Schedule - Fall 2022

This form is for scheduling our weekly TA Meeting, Studio Assignments, support for online Teaching & Learning

This form is automatically collecting emails for UC Davis users. [Change settings](#)

Your Name *

Short answer text

We will meet as an instructional team on Mondays for 1 hour. Please select all times you could be available from the list below.

- 12 pm to 1 pm
- 1 to 2 pm
- 2 to 3 pm
- Other...

You will co-teach Studio Sessions with other TAs. Please sign up for at least two sessions that * you could be available to teach.

	Available	Not Available
Tue 10 to 11:50 am	<input type="checkbox"/>	<input type="checkbox"/>
Tue 12:10 to 2 pm	<input type="checkbox"/>	<input type="checkbox"/>
Tue 2:10 to 4 pm	<input type="checkbox"/>	<input type="checkbox"/>
Wed 11 am to 12:50 pm	<input type="checkbox"/>	<input type="checkbox"/>
Wed 2:10 to 4 pm	<input type="checkbox"/>	<input type="checkbox"/>
Thur 10 to 11:50 am	<input type="checkbox"/>	<input type="checkbox"/>
Thur 12:10 to 2 pm	<input type="checkbox"/>	<input type="checkbox"/>
Thur 2:10 to 4 pm	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any special requests (will do our best) or schedule conflicts!

Long answer text

TA Schedule & Info

Lecture: Videos & Assignments posted on Canvas (Monday)

Studio: In-person in 1065 Kemper

Weekly Meeting: Monday's 3 to 4 PM (in 1065 Kemper)

Office Hours: TBD

Studio Sections	TA	TA
Tue 10 am to 11:50 am [24]	Gui	Martín
Tue 12:10 pm to 2:00 pm [24]	Fernando	Aakansha
Tue 2:10 to 4 pm [23]	Gui	Sergiton
Wed 11 am to 12:50 pm [24]	Andrea	Mayuri
Wed 2:10 pm to 4 pm [14]	Aakansha	Raunaq
Thur 10 to 11:50 am [24] (wl = 1)	Andrea	Martín
Thur 12:10 pm to 2:00 pm [14]	Mayuri	Fernando
Thur 2:10 to 4 pm [16]	Raunaq	Sergiton

A01 (41893) Tues 10 -11:50 AM

A02 (41894) Tues 12:10 - 2:00 PM

A03 (41895) Tues 2:10 - 4:00 PM

A04 (41896) Wed 11 AM -12:50 PM

A05 (41897) Wed 2:10 - 4:00 PM

A06 (41898) Thurs 10 -11:50 AM

A07 (41899) Thurs 12:10 - 2:00 PM

A08 (41900) Thurs 2:10 - 4:00 PM

Follow-up with
the schedule!



use Box Folder
course documents

Tip for Success



Tip #3 – Weekly Meetings


- Hold these, be consistent and expect attendance
- Stick to regular location and time
- Provide reminder with agenda in advance
- Talk less - Listen More!!!

Manage course activities
Reflection on Teaching
Pedagogical Discussions

TA Meeting Tomorrow (4/18) at 3 PM in 1065 Kemper

Send a reminder email
prior to each meeting.

Set the Agenda

 You forwarded this message on Sun 4/24/2022 5:46 PM



Jennifer S Mullin



To: Mayuri Sunil Asarkar; Aakansha Harshad Bhatt; Raunaq Chopra; Sergiton David **+4 others**

Sun 4/17/2022 6:40 PM

Hello TA+ Team,

Thank you for your excellent work in ENG 003 this week. I hope you had a most delightful weekend! We are now headed into week #4 with 45 student teams preparing to present their first "fun" project. And will be even more fun for all at the UC Davis Picnic Day on Saturday (yay!).

Things should start picking up a bit more this week as students work on their first projects and prepare to deliver Pres #1. I so appreciate all you are doing to engage the students and provide encouragement, things that undergraduates in the COE are needing more than ever.

Our plan is to meet tomorrow (4/18) at 3 PM in 1065 Kemper, where we will talk about all this and more.

Action Items

Attendance - thank you for getting the completed sheets up - please **update A07** as is blank.

Studio HW #2 - please finish your grading if you haven't yet, we will publish tomorrow at/after our meeting. Reminder: A01 = Gui, A02 = Fernando, A03 = Sergie, A04 = Andrea, A05 = Aakansha, A06 = Martin, A07 = Mayuri and A08 = Raun.

Use of Action Items with deadlines helps with time management.

Details in writing alleviate miscommunication!

Action Items

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Studio #4 - draft slides are up in box folder. This session is dedicated to Pres #1 where you will provide feedback and evaluation (will bring hard copies of the forms to studio). Students will practice preparing and giving peer feedback (have forms for you to use and collect). You will get students started on the Design Notebooks (assignment published, due June 2), get teams started on their *Team Norms assignment (already discussed in lecture, so hit the highlights), and have teams select their top two design challenges (from the 5 provided) using link to Google form (one entry per team) with link on slides and in Studio #4 assignment. *Note: Keep in mind, that Team Norms assignment/submission can happen outside of Studio time, encourage teams to hold a meeting to work on, provide a due date at your discretion.

You will also provide a review of the Love-o-Meter assignment (building off what you presented last week). New this quarter (thank you Fernando!) are slides with activity prompt introducing concept of Resolution (see slides 27, 28 and 29). This will be a busy session - we'll get started asap.

TA Office Hours - thank you all who provided in-person and virtual office hours last week! If these hours work for you, let's discuss and we'll keep them as is.


Studio HW #3 - reminder, is not due until next week (Studio #5)

Look forward to seeing you there!

Follow-up with post meeting email

Keeps things on track! Support GTA Success

Studio #3 Tomorrow

11  



Jennifer S Mullin



To: Andrea M Harris; Martin Eduardo Jeffers; Mayuri Sunil Asarkar; Fernando Ferreira Lima Santos **+2 others** Wed 4/13/2022 8:55 PM



Studio 3_Teams & First Team ...
4 MB



A06_Studio 3_Sp22.xls
28 KB



A07_Studio 3_Sp22.xls
27 KB

 Show all 4 attachments (4 MB)  Save all to OneDrive - University of California, Davis  Download all

Hello Andrea, Martin, Mayuri, Fernando, Raun, and Sergie,

Thank you for leading Studios tomorrow! I'll meet you there. 😊

A few reminders:

Attendance - files are attached, please be sure to complete and upload attendance to Box folder asap so we can keep track of who was there or not.

Studio #3 - slides have been updated, please pay particular attention to [slides 33 to 40](#) to introduce students to the Temp Sensor, they should work on the Temp Sensor Activity (slide 38) as prep for Studio HW #3, do your best to get to slide 40 (and that would be fabulous!) and we will discuss the Love-o-Meter next week.

Team Assignments - are included in the Studio #3 slides, let me know if any issues. 😊

Pres #1 - is published, be sure to review and answers student's questions so they know what to expect next week.

Studio HW#2 - was due last night, encourage those who didn't to attend TA Office Hours.

Studio HW#3 - is due in two weeks before Studio #5.

Thank you!!!

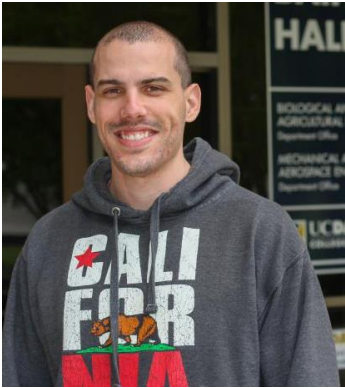
Tip for Success

Tip #4 – Set Tone with Undergraduates

- GTAs are essential members of your instructional team!
- Set expectations for student interactions with GTAs
incoming students may not have experience with or have misguided expectations
- Stand by this! Respond to difficult situations with undergraduates before they escalate.

Your leadership is needed here!

Your Teaching Assistants



Gui De Moura Araujo



Mayuri Asarkar



Sergiton David



Raunaq Chopra



Aakansha Bhatt



Martín Jeffers



Fernando Santos



Andrea Harris

ENG03 TA and Students - Rules of Engagement

Expectations as TAs:

Inspire confidence in you as student engineers

- Provide critical feedback respectfully
- Understand student challenges throughout the quarter

Expectations as Students:

On-time attendance

- Be physically and mentally present
- Take risks with creative design and engineering challenges
- Take pride and responsibility in your work
- Patience with your peers
- TAs are human too!



GTAs created this slide

Go over with student in first week

Tip for Success

Improve the undergrad course experience

Promote instructional innovation

Tip #5 - Give GTAs a Piece of the Pie

- Encourage and implement their course improvement ideas!
- Celebrate their successes!
- Be supportive of what didn't work

Some of the best teachable moments happen here!



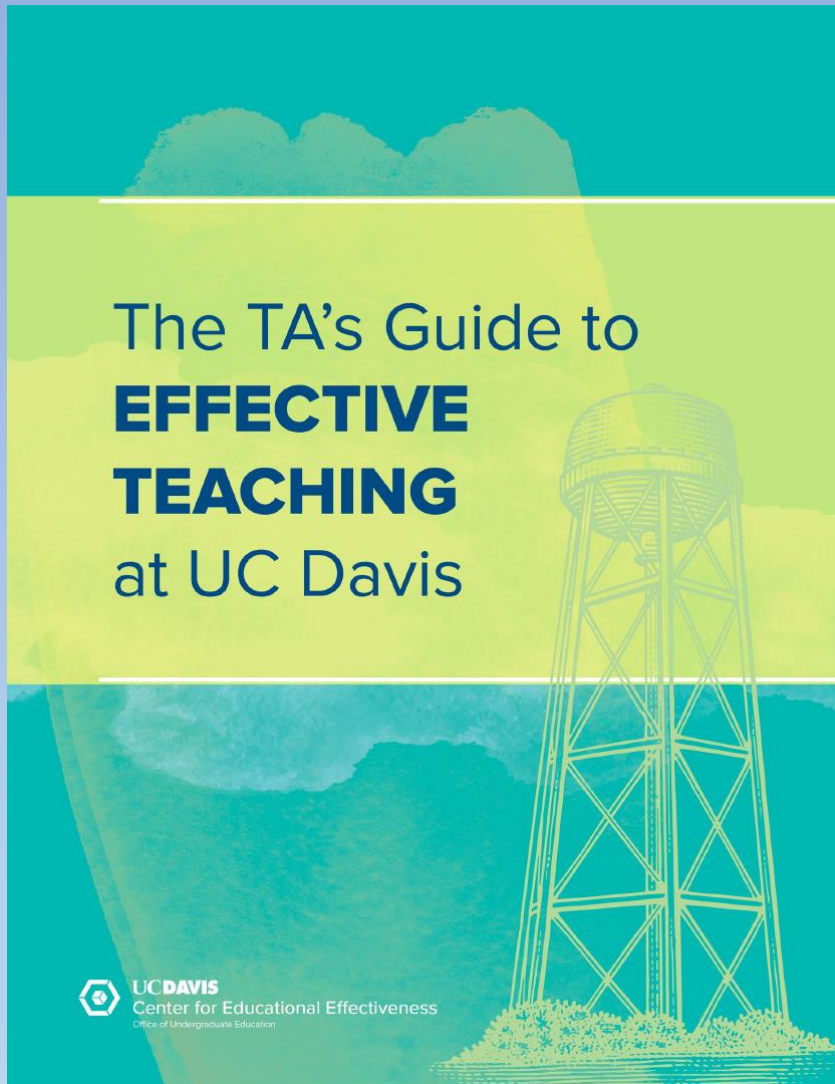
Lastly

- Be professional and nice!
- Patience is essential
- Develop your mentorship skills
- Find someone to talk too!



The word "QUESTIONS" is written in a bold, white, sans-serif font with a slight 3D effect. It is centered within a white rectangular area. Surrounding the text are numerous semi-transparent squares in various shades of blue and green, some overlapping each other and the text, creating a dynamic, abstract background. The entire graphic is set against a solid light blue background.

QUESTIONS



TA Orientation on
September 19 & 20, 2022

Required for all GTAs who
have not yet attended!

<https://cee.ucdavis.edu/tao>



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Office of Undergraduate Education

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Center for Educational Effectiveness

Promoting and supporting effective learning for all students



Resources for Graduate Teaching Assistants

- Graduate Teaching Community
- Seminars/Courses
- Events (Orientation, Workshops (recordings available))
- Resources (writing a teaching and diversity statement)
- More!

