

AMS 200

TA and GSR Training and Information

Online Resources

- Center for Teaching & Learning:
<http://ctl.ucsc.edu/resources/index.html>
- Graduate Division's TA Resources - Everything You
Need to Know:
[http://graddiv.ucsc.edu/current-students/
teaching-resources/index.html](http://graddiv.ucsc.edu/current-students/teaching-resources/index.html)

Additional Help for Students

- Modified Supplemental Instruction (MSI)
<http://www2.ucsc.edu/lss/msi.shtml>
- Tutors
- See Something, Say Something, Do Something
<http://deanofstudents.ucsc.edu/student-care/pdf/red-folder-final-2013.pdf>

TA Responsibilities

- Discuss details with the professor
- Can involve various support roles: discussion/lab sessions, grading, solutions, gradekeeping, office hours, websites, attending lectures, other administrative tasks
- TAs are not responsible for entire courses at UCSC
- Fill out Checklist with instructor
- Workload limited to 20 hours per week

Expectations of TA conduct

- Timeliness and availability
- Compliance with privacy act guidelines (FERPA regulations)
 - Grades can not be released to other students (e.g., graded homework assignments)
 - Grades or other information can not be released to parents without signed consent
- Classroom decorum

Sexual Harassment Is Bad

Sexual Harassment Prevention

- No sexual relations of any sort with any student in your class
- Avoid sexual innuendos of any sort when in the classroom
- Avoid any unwelcome advances or innuendos to any member of the community
- Do not create a “hostile workplace environment”

UCSC Principles of Community

The University of California, Santa Cruz is committed to promoting and protecting an environment that values and supports every person in an atmosphere of civility, honesty, cooperation, professionalism and fairness.

UCSC expects that every campus member will practice these Principles of Community.

We strive to be:

- **Diverse:** We embrace diversity in all its forms and we strive for an inclusive community that fosters an open, enlightened and productive environment

- **Open:** We believe free exchange of ideas requires mutual respect and consideration for our differences
- **Purposeful:** We are a participatory community united by shared commitments to: service to society; preservation and advancement of knowledge; and innovative teaching and learning
- **Caring:** We promote mutual respect, trust and support to foster bonds that strengthen the community.
- **Just:** We are committed to due process, respect for individual dignity and equitable access to resources, recognition and rewards.

- **Disciplined:** We seek to advance common goals through reasonable and realistic practices, procedures and expectations.
- **Celebrative:** We celebrate the heritage, achievements and diversity of the community and the uniqueness and contributions of our members.

We accept the responsibility to pursue these principles in an atmosphere of personal and intellectual freedom, security, respect, civility and mutual support.

UCSC is committed to enforcement of policies that promote the fulfillment of our principles of community. These policies include but are not limited to: University of California Personnel Policies for Staff Members; applicable University Collective Bargaining Agreements; Academic Personnel Manual O15-University of California Policy on Faculty Conduct and the Administration of Discipline; UCSC Policy on Student Conduct and Discipline; UCSC Policy on Sexual Assault and UC Policy on Sexual Harassment; UCSC Hate Bias Incident Policy. For further information or inquiries, contact the Directors of Academic and Staff Human Resources; Director of EEO/Affirmative Action Office; Director, Student Judicial Affairs; Sexual Harassment Officer; and Campus Ombudsman.

Diversity

- Encourage participation by everyone
- Understand cultural and gender differences
- Don't pick on anyone, or repeatedly call on the same people

Implicit Bias

- Attitudes/stereotypes that affect our understanding, actions and decisions in an unconscious manner
- Contrast with explicit bias. May not align.
- Result from family and culture, especially mass media
- Is pervasive
- Generally favor our own ingroup

Grades and Narrative Evaluations

- Grades
 - Importance of grading consistency
 - Partial credit
- Narrative evaluations
 - A Santa Cruz tradition
 - now optional

Academic Integrity

- The instructor should make clear their policies on academic integrity (e.g., in the course syllabus)
- Notify the instructor of any potential violations
- There is a formal procedure on campus for the instructor

Accommodations for Students

- Disability Resource Center (DRC) handles requests for accommodations
- Student brings DRC approval to instructor
- Instructor and TAs must provide approved accommodations (e.g., extra time and quiet room for exams)
- Students may have “hidden disabilities”; TAs should not ask about the nature of a disability, only about logistics of accommodations

Student Evaluations

- At end of quarter, students submit evaluations for both instructor and TAs
- Negative evaluations can affect your chances of receiving future TAships
- Positive evaluations can lead to teaching awards

GSR Appointments

- Fellowships or Department funds for first-years
- Faculty-funded — negotiate directly with faculty
- Limited to 20 hours per week

GSR Expectations

- Prepare for weekly meetings, don't just show up (true for both people)
- Advisor should explain the background and overall goals of the project, and provide weekly reading lists or set of tasks
- Make sure both sides understand the weekly expectations