



August 2009
Teaching Assistant Training Schedule

TUESDAY, AUGUST 18		LOCATION: Campus Center, Odeum A & B
8:30-9:00	Breakfast and Check-in	
9:00-9:15	Welcome, Introductions, and Overview <i>Chrys Demetry, Associate Professor of Mechanical Engineering and Director, Center for Educational Development & Assessment; Rick Sisson, Dean of Graduate Studies</i>	
9:15-9:45	Opening Activity: Acknowledging Teaching Hopes and Fears <i>Chrys Demetry and Experienced TAs</i>	
9:45-10:30	Knowing Your Students <i>Art Heinricher, Dean of Undergraduate Studies; Panel of Undergraduate Students</i>	
10:30-10:45	Coffee Break	
10:45-11:30	Working with Students One-on-One <i>Paula Quinn</i>	
11:30-12:30	Cross-Cultural Communication <i>Billy McGowan, Director of ESL</i>	
12:30-1:15	Lunch in Department/Program Groups	
1:15-2:45	Preparing and Delivering Classroom Presentations <i>Choong-Soo Lee, Teaching Assistant and Ph.D. Candidate, Computer Science Department</i>	
2:45-3:00	Day 1 Wrap-Up <i>Glynis Hamel, Teaching Assistant Coordinator, Computer Science Department</i>	
WEDNESDAY, AUGUST 19		LOCATION: Campus Center, Odeum B
8:30-9:00	Breakfast and Check-in	
9:00-10:15	Ethical and Legal Responsibilities <i>Suzanne Weekes, Associate Professor, Mathematical Sciences</i>	
10:15-10:30	Coffee Break	
10:30-11:45	Evaluating and Grading Student Performance <i>Glynis Hamel</i>	
11:45-12:30	Lunch	
12:30-1:30	Managing Roles: Teacher-Assistant-Student/Scholar <i>Chrys Demetry</i>	
1:30-1:45	Everything You Need to Know about Human Resources & Payroll <i>Lori Costello, Payroll Manager; Cindy Pellegrino, Associate Director, Human Resources</i>	
1:45-2:00	Completion of Feedback Forms and Closing <i>Chrys Demetry</i>	