

**Grad T580
Teaching Assistant Orientation and Preparation Course
Fall 2022**

Course Description

This is a special one-credit course required for all incoming teaching assistants/teaching fellows. The purpose of this course is to provide teaching assistants and fellows with resources and information that will support them as they assume teaching responsibilities in a variety of courses across many disciplines. The course consists of 1 day of a pre-term workshop (depending on departmental requirements), one meeting mid-term, and one meeting end-of-term meeting/reflection assignment. The course will be supported by a Blackboard shell for assignment directives and submission. In addition, teaching assistants (and all graduate students) are expected to attend one of three professional development workshops offered throughout the quarter.

Instructors

Valerie Klein, Ph.D.
Assistant Clinical Professor
School of Education
3401 Market, Office 3227
vek25@drexel.edu
215.895.0946
Office Hours: By Appointment

Student Learning Outcomes

Through participation in this course, the teaching assistants/fellows will be able to identify and articulate:

- The nature and importance of their roles as “teachers” within the Graduate College;
- The importance of clear and measured objectives for lessons, tutoring and other activities and the ability to assess them;
- The importance of designing assessments (formative and summative) that provide evidence of the achievement of lesson goals;
- The expectations and needs of a diverse student population and the instructional teaching techniques and strategies for meeting these needs;
- Effective styles of communication and interactions with instructors, students and peers;
- The importance of being a reflective practitioner;
- The many and varied support services available on the university level for them and for their students. These include
 - Office of Equality and Diversity/ Disability Services
 - The Counseling Center

Attendance Policy: This course is intended to provide Teaching Assistants with important University resources and teaching strategies and theories. We strongly encourage in-person attendance as it is also an opportunity to meet and collaborate with fellow teaching assistants within and across departments. Your grade is mostly based on attendance; thus, it is important that you **sign in** at each session. If you **cannot attend** the required session, please contact vek25@drexel.edu, in advance, so we can make sure you can be presented with the lesson content in some way.

Required Course Materials

- Access to course in Blackboard Learn

Summary of Grade Values, Assignments and Due Dates

Your grade in this course will be based on attendance at course activities and successful completion of reflection assignment.

Point Value	Assignment	Due Date
30	Opening Meeting (Attendance)	September 15, 9:00 – 12:30 Nesbitt Hall Room 125
10	<i>Scavenger Hunt Assignment</i>	
20	Mid-Term Meeting (Attendance)	October 14, 1:00 – 3:00 pm Nesbitt Hall Room 125
20	Professional Development Workshop (Attend 1 workshop: register in advance)	September 30 (online) October 21 (in person) November 4 (in person)
10	Final Meeting (Attendance)	November 4, 1:00 – 3:00 pm Nesbitt Hall Room 125
10	<i>Submitted Reflection</i>	December 1
100	Total Points	
Grading Scale	Credit	70 points
	No Credit	69 and below points

Course Schedule

Thursday, September 15, 2022

Time	Activity
9:00 – 9:30	Welcome Messages from
9:30 – 10:00	Icebreaker Activity
10:00 – 10:30	Overview and the Role of the Teaching Assistant
10:40 – 11:40	Presentations <ul style="list-style-type: none"> • Office of Equality and Diversity/ Disability Resources • The Office of Residential Living and Student Conduct • CASTLE/PROFESS
11:40 – 12:30	TA Panel: Discussion with current TAs

Time	Activity
Due by Week 2	Scavenger Search Assignment

Friday, October 14, 2022

Time	Activity
1:00 – 3:00 pm	Midterm Check-in

Friday, November 4, 2022

Time	Activity
1:00 – 3:00 pm	Final Meeting Reflection Assignment Due by December 2nd

Drexel Response to Coronavirus Website:

The most up-to-date information about COVID-19 can be found on the **Drexel Response to Coronavirus website**: <https://drexel.edu/coronavirus/health-safety/overview/>

Students: If you are experiencing symptoms of COVID-19, you are required to contact the Student Health Center by phone (215-220-4700), or by email to covid19health@drexel.edu, or through the Drexel Health Tracker app. (This pertains to all students, undergraduate and graduate, regardless of where the student resides.)

Coronavirus Frequently Asked Questions (FAQ) for Students:



DREXEL UNIVERSITY

Graduate College

<https://drexel.edu/coronavirus/frequently-asked-questions/students/>

Response to Coronavirus University Resources:

<https://drexel.edu/coronavirus/resources/university/>

Office of the Provost: Academic Policies

Academic Honesty: <https://drexel.edu/provost/policies/academic-integrity/>

Disability Accommodations: <https://drexel.edu/oed/policies/overview/OED-2/>

Add/drop deadline: <https://drexel.edu/provost/policies/course-add-drop/>

Withdrawal deadline: <https://drexel.edu/provost/policies/course-withdrawal/>

INC grade: https://drexel.edu/provost/policies/incomplete_grades/

Grade appeal: <https://drexel.edu/provost/policies/grade-appeals/>

Possibility of Course Changes

Drexel Faculty reserves the right to change the course during the term at his or her discretion. Changes will be reflected in an updated and distributed via an updated syllabus. Distribution for campus-based courses will occur in class and distribution for online and hybrid courses will occur via the Blackboard Learn course management system.

Religious Observance Policy

"Drexel University supports an environment that respects the religious observances of others and is committed to make every reasonable effort to accommodate the religious observances of instructors, students, and staff." For the full Office of the Provost:

Religious Observance Statement, please go to:

http://www.drexel.edu/provost/policies/religious_observances.asp.