



Grad T580
Teaching Assistant Orientation and Preparation Course

— Fall 2019 —

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 1.5 to 2 days 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

Mary Jo Grdina, Ph.D.
Clinical Professor
School of Education
3401 Market, Office 3209
mfg29@drexel.edu
215.895.2594
Office Hours: By Appointment

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: You are required to attend the orientation and the two sessions during the Fall term are required for all new/incoming Teaching Assistants/Fellows. It is important that you **sign in** at each session. If you **cannot attend** a required session must submit an excuse form for approval.

Required Course Materials

- TA Handbook
- Access to course in Blackboard Learn
- Forms found 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 10	Opening Workshop Attendance <i>Scavenger Hunt Assignment</i>	September 19 & 20
20	Mid-Term Meeting Attendance	Week 4
20	Professional Development Workshop (Attend one of three offered)	Offered throughout the quarter
10 10	Final Meeting <i>Submitted Reflection</i>	Week 9
100	Total Points	
Grading Scale	Pass	70 points
	Fail	69 and below points

Course Schedule



Thursday, September 19, 2019

Location: Graduate Student Lounge (Main 010A - Basement of Main Building)

Time	Activity
8:30 am	Continental Breakfast
9:00 – 9:15	Welcome Messages from the Graduate College and the Center for Teaching and Learning
9:15 – 10:00	Icebreaker Activity
10:00 – 11:00	Overview and the Role of the Teaching Assistant
11:00-12:00	Presentations <ul style="list-style-type: none"> • Office of Equality and Diversity/ Disability Resources • The Office of Residential Living and Student Conduct • CASTLE/PROFESS
12:15- 1:00	Lunch
1:00 -2:30	TA Panel

Friday, September 20, 2019

Time	Activity
TBA	Departmental Orientation Scavenger Search Assignment

Week 4: Friday, October 18, 2019

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

Week 9: Friday, November 22, 2019

Time	Activity
1:00- 3:00 pm	Final Meeting & Celebration Reflection Assignment Due

UNIVERSITY ACADEMIC POLICIES

Academic Integrity, Plagiarism and Cheating Policy

Please review the following policies at the listed URL: http://www.drexel.edu/provost/policies/academic_dishonesty.asp
<http://www.drexel.edu/studentlife/judicial/honesty.html>

Drexel University is committed to a learning environment that embraces academic honesty. In order to protect members of the community from results of dishonest conduct, the University has adopted policies to deal with cases of academic dishonesty. Please read and understand, and follow the “Academic Integrity” as written in the on the Office of the Provost’s Policy pages (see link above) and in the Official Student Handbook I, (see "Student Conduct and Community Standards" Section). The Student Handbook is available for download and/or review at: http://www.drexel.edu/studentaffairs/community_standards/studentHandbook/

Plagiarism: the term “plagiarism” applies to any use of another person’s work without appropriate citation. If you quote from a text to research an assignment, then be sure to give credit where credit is due. Also note that students are required to obtain the permission of their current instructor, prior to submission, to use work previously submitted as work in a previous course.

Students with Disabilities Statement

Please review the following policies at the listed URL

<http://drexel.edu/oed/disabilityResources/overview/>

Students requesting accommodations due to a disability at Drexel University need to present a current Accommodation Verification Letter (AVL) to faculty before accommodations can be made. AVL’s are issued by the Office of Disability Resources (ODR). For additional information, visit the ODR website at <http://www.drexel.edu/oed/disabilityResources>, or contact the Office for more information: 215-895-1401 (V), or disability@drexel.edu.

Course Drop/Withdraw Policy

Please review the following policies at the listed URL:

Add/Drop - <http://www.drexel.edu/provost/policies/course-add-drop>

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

Once a student is registered, it is his/her responsibility to attend the course, drop the course, or withdraw from the course. The [Academic Calendar](#) provides dates for each term and program type, including quarter, semester, and accelerated programs. The [Academic Calendar](#) establishes term deadlines. Dropping and withdrawing are distinct actions that impact your course enrollment status. There are billing consequences and academic record impacts during this process; therefore, the student must attend to the proper procedures when dropping or withdrawing from a course.

Incomplete Grade Policy

Review policies on an Incomplete Grade in the Provost Office Guidelines

(<http://www.drexel.edu/provost/policies/grades.asp>) and note that when your instructor deems an INC grade is appropriate, an Incomplete Grade Contract (available from your advisor) is required if eligible an incomplete grade.

Please note that even if a student requests an incomplete (I), it is the student’s responsibility to make sure she/he meets the university criteria and deadlines for requesting these grades. If the student stops attending the class, she/he will not be automatically dropped from the course or receive an INC and she/he will receive a grade according to her/his overall performance. It is the student’s responsibility to make sure that she/he is properly enrolled or de-enrolled in the course.

Possibility of Course Changes

Drexel Faculty reserve 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.



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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.

QUICK LINKS TO KEY ACADEMIC POLICIES:

Academic Integrity, Plagiarism, Dishonesty, and Cheating Policy

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

Student with Disability Statement <http://drexel.edu/oed/disabilityResources/overview/>

Course Add/Drop Policy <http://www.drexel.edu/provost/policies/course-add-drop>

Course Withdrawal Policy <http://drexel.edu/provost/policies/course-withdrawal/>