

AGENDA

Teaching and Research Assistant Orientation Program: Fulfilling Multiple Roles Fall 2006

Tuesday, August 15 and Wednesday, August 16, 2006
ECSS 2.102

As new TAs and RAs, you are taking on multiple roles in the university. First, you are employees which means that you must think about issues such as compliance, rules of conduct, regulations, and human resource procedures. Second, you are students. Although some of you have been students for a while, others have not juggled the work of teaching and research with the demands of graduate school. Know about the resources available to students can be helpful. Finally, you are teachers and researchers. In these professional roles, you will want to think about dealing with students, structuring learning experiences, cultural issues in a many-cultured university, and expectations of TAs/RAs.

In this mandatory 2-day orientation, you will:

- ✓ Complete employee training as required by UTD and the law.
- ✓ Arrange for payment of stipends and benefits.
- ✓ Learn about university-level teaching and course management.
- ✓ Learn about University resources available to you.

Schedule for Tuesday, August 15, ECSS 2.102(For ALL New TAs and RAs)

Session 1: TAs and RAs as Employees

9:00 a.m. – Welcome—*Dr. JoyLynn Hailey Reed, Office of Graduate Studies*

9:15 a.m. -- 9:45 a.m. – Computer Security Issues – *Ms. Leah Teutsch, Manager, Computer Services, Security Administration*

9:45 a.m. – 11:15 a.m.--- Compliance --University Compliance Training –
Introduction to the Compliance Program –*Ms. Marianne Rutledge, Asst. Director of Compliance*

Contracts and Grants – *Ms. Merrie C. Tabbert, Training Coordinator,*
Contract and Grant Accounting

FERPA – *Ms. Karen Jarrell, University Registrar, Director Academic Records*

Sexual Harassment and EEO – *Mr. David Gleason, Asst. Director of HR*

TX Hazard Communication – *Ms. Kathy White, Safety Manager*

11:15 a.m. – 11:30 a.m. --- Break

11:30 a.m. --- 12:30 p.m.---State Benefits and Getting Paid – *Ms. Tina Sharpling and*
Mr. Oscar Sanchez, Human Resources Representatives

12:30-1:45 p.m. – Issues for International TAs and RAs
International TAs English Proficiency Testing--*Mr. Tom Lambert, Director*
English Proficiency Program

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New TA Schedule: Wednesday, August 16, ECSS 2.102 (For ALL New TAs)

Session 2 Topic: TAs as Teachers

9:00 a.m. – Welcome—*Dr. Robert Nelsen, Associate Provost*

9:15 a.m. – 9:30 a.m.-- Who are Our Students? –*Dr. Michael Coleman, Dean of Undergraduate Studies*

9:30 a.m. – 10:15 a.m. –The Student Audience—*Dr. Theresa Towner, Chancellor's Teaching Award Winner, Arts & Humanities*

10:15 a.m. – 11:00 a.m. Ethics and Teaching –*Dr. Victor Worsfold, Chancellor's Teaching Award Winner, Arts & Humanities*

11: 00 a.m. – 11:15 a.m. – Break

11:15 a.m. – 11:45 a.m. – Dealing with Student Cheating and Plagiarism—*Dr. Susan McKee, Judicial Affairs Officer*

11:45 a.m. – 12:15 p.m. – Experienced TA Panel: Aspects of Being a TA—*Ms. Kristine Danowski, Chemistry; Mr. Steven Downing, Criminology, Mr. Adrian Velazquez, Public Affairs*

12:15 p.m. – 1:15 p.m. – SU Galaxy Room--Lunch--Courtesy of *Dr. Austin Cunningham, Dean of Graduate Studies*

1:15 p.m. – 2:15 p.m. – Time to Degree and TA Contract--*Dr. Austin Cunningham, Dean of Graduate Studies*

2:15 p.m. – 2:45 p.m.— Faculty Conversation—Working with Faculty Supervisors: What We Expect of Excellent TA's—*Dr. John Hoffman, Physics; Dr. James Marquart, Economic, Political & Policy Sciences*

2:45 p.m. – 3:00 p.m.—Break

3:00 p.m. – 3:30 p.m. -- Issues about Testing and Grading –*Dr. Pete Bernardin, Electrical Engineering*

3:30 p.m. – 4:00 p.m. --- Using WebCT for instruction--*Ms. Mary Dziorny, Technology Customer Services*

4:00 p.m. – Closing Remarks—*Dr. JoyLynn Hailey Reed, Director, Center for Excellence in Learning and Teaching*