

AGENDA

Teaching and Research Assistant Orientation Program: Fulfilling Multiple Roles Spring 2005

Thursday, January 6 and Friday, January 7, 2005

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 Thursday, January 6, ECSS 2.102 (For ALL New TAs and RAs)

Session 1 Topic: 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, Information Security Officer and Mgr, Information Security*

9:45 a.m. -- 10:45 a.m.--- Compliance
University Compliance Training (45 minutes) – *Ms. Debra Harrison, Compliance Coordinator*

10:45 a.m. – 11:00 a.m. --- Break

11:00 a.m. --- 12:30 p.m.--- State Benefits and Getting Paid – *Ms. Tina Sharpling, Office of Human Resources*

12:30 p.m. – 1:30 p.m.--- Lunch on your own

Session 2 Topic: TAs and RAs as Students

1:30 p.m. – 2:30 p.m. --- Research and Teaching Resources for Students

Library Services and resources for graduate students— *Mr. Matt Makowka & Ms. Carol Osel, Librarians, McDermott Library*

WebCT and Blackboard -- *Ms. Abby Kratz, Assistant Provost*

2:30 p.m. – 3:15 p.m. ---Personal Resources for Students

Health Center – *Ms. Beverly Ballard, ANP, Director of Health Services*

Financial Aid Issues for TAs and RAs – *Mr. Rich Cummings, Financial Aid*

3:15-3:45 p.m. – Issues for International TAs and RAs

International Student Employment Issues – *Ms. Cristen Casey, Director, International Student Services*

International TAs Videotaping Sign-up--*Mr. Tom Lambert, English Proficiency Program*