

PANO SLAMP

Chem 296 TA Training Class

Goals

1. To provide an introduction to the resources of this department and campus
2. To explore ways to be a more effective teacher
3. To provide an opportunity to practice and evaluate teaching

This is a seminar; that means discussion, questions, comments, etc. Evaluation will be based on teaching practical and class participation. If you miss more than one class, you cannot pass and receive credit.

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Tentative Schedule (will be modified as needed to best serve the class)

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|-------|---|
| 9/21 | Teaching in the chemistry department
Introductions (to each other and the class)
Expectations and workload
Preparing to teach; the first class
TAing for large classes, lab sections, and small classes |
| 9/26 | Teaching Strategies & Time Management
Teaching and learning styles
Time diaries/portfolios |
| 10/3 | <i>Student Assistance</i>
Helping students in trouble
Dealing with emotional behavior
How to handle problems in section or lab
Tools for helping students in Office Hours/ 1-on-1 meetings
Being an effective leader |
| 10/10 | <i>Diversity Training and Appreciation – guest presenter?</i>
TA evaluations - Have your students write informal valuations of your teaching (10/17 – 10/21) |
| 10/17 | Teaching assessment to date |
| 10/24 | Practical teaching presentations / Peer reviews |
| 10/31 | Continued |
| 11/7 | Continued |
| 11/14 | Continued |
| 11/21 | Continued |
| 11/28 | Go over journals/portfolios; end-of-quarter review |

The Graduate Division covered Social Responsibility/Title IX/Diversity/Non-discrimination Training, along with introductions to the Disability Resource Center and Counseling Services, at its general training session during orientation week.

Some materials for you

[TA Training Manual](#) for chemistry graduate students
[Starter Package](#) from the UCSC Center for Teaching & Learning
 Effective Teaching Guide [summary](#)

LAB SAFETY [guidelines](#)

—*you must wear safety goggles, long pants, and closed shoes to every lab*

Student safety information [sheet](#)

TA safety [checklist](#)

Emergency status report [form](#)

UCSC emergency procedures [guide](#)

ACS safety guidelines [pamphlet](#)

What is diversity? (Cornell) [article](#)

TA description of duties [form](#)

TA duties and evaluation [form](#)

[Checklist](#) of duties

First day preparation [checklist](#)

First day quick start [guide](#)

Conflict resolution [guide](#)

Effective leadership and emotional behavior [handout](#)

Classroom assessment [techniques](#)

Increasing active learning (CTL) [ideas](#)

Time-saving [tips](#)

A few UCSC links

[Academic integrity](#)

[ADA compliance](#)

[Center for teaching and learning](#)

[Conflict resolution](#)

[Counseling and psychological services](#)

[Diversity, equity and inclusion](#)

[Disability resource center](#)

[Emergency response plan](#)

[Emergency management](#)

[Environmental health & safety](#)

[FERPA](#)

[Fire department](#)

[Graduate studies](#)

[Health center](#)

[Learning support services](#)

[Ombuds](#)

[Police](#)

[Rape prevention](#)

[Sexual harassment/Title IX](#)

[Student judicial affairs](#)

[Student code of conduct](#)

[Whistleblower policies](#)