GTA 101

John Laaman
What are your biggest fears or most burning questions about being a GTA?
Write a few down on a sheet of paper
CONGRATULATIONS ON BECOMING A GTA
OUTLINE FOR THIS SESSION

- Role of a GTA
- Class Management Technology
- Your First Day of Class
- Handling Challenges
- GTA Resources
- Questions and Answers
ROLE OF A GTA
RESPONSIBILITIES

- Link between students and faculty
- Keep records of student work and communication
- Know university policies
- Know departmental and/or professors’ policies
- Be professional
PROFESSIONALISM

- **Attire**
  - Know what is appropriate for the class
  - Make a distinction between you and your students

- **Preparedness**
  - Classroom layout and location
  - Lesson plan and backup plan
PROFESSIONALISM

- Technology
  - Be familiar with Canvas, Toolkit, etc.
  - Use the classroom technology

- Communication
  - Remain calm and professional in both email and in-person communication
  - Be timely, but set boundaries
  - Follow federal laws about grades
PROFESSIONALISM

- Confidence
  - Exude confidence in the classroom
  - It is okay to not know all the answers

- Fairness
  - Grade all students equally
  - Do not give preference to any student
  - Avoid informal interactions
CLASS MANAGEMENT
TECHNOLOGY
Auburn University prides itself on meeting the needs of not only its students, but its employees as well. This website is aimed at providing a comprehensive guide to meeting an employee's needs, including resources for benefits, employee relations and retirement. Our employees continue to "believe that this is a practical world and that I can count only on what I earn. Therefore, I believe in work, hard work" at Auburn University.

Online Resources

- Administrative Computing Coordinators
- AU Access HELP
- AU Install
- Biggio Center
- Course Toolkit (formerly Blackboard Toolkit) (Class rolls/ e-mail)
- HelpDesk
- Libraries
- MyAccount (Password Update)
- Office of Information Technology
- Professional Development
- Writing Center
HIST-2020-001 Su 2015

Syllabus

Jump to Today

Syllabus.pdf

Date | Details
---|---
Thu Jun 25, 2015 | Quiz 1 due by 1:15pm
Fri Jun 26, 2015 | Quiz 2 due by 1:15pm
Wed Jul 1, 2015 | Quiz 3 due by 1:15pm
Mon Jul 6, 2015 | Midterm 1 due by 1:15pm
Tue Jul 7, 2015 | Quiz 4 due by 1:15pm
Thu Jul 9, 2015 | Quiz 5 due by 1:15pm
Mon Jul 13, 2015 | Quiz 6 due by 1:15pm
Wed Jul 15, 2015 | Quiz 7 due by 1:15pm

Assignments are weighted by group:

<table>
<thead>
<tr>
<th>Group</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Midterms</td>
<td>40%</td>
</tr>
<tr>
<td>Final</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
- Explore the different features
- Mute the grades, and unmute when ready
- Make sure to publish your course
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- Course Toolkit (formerly Blackboard Toolkit) (Class rolls/e-mail)
- Canvas [HELP](#)
- Email - Outlook Web [HELP](#)
- Faculty and Staff

- HelpDesk
- Libraries
- MyAccount (Password Update)
- Office of Information Technology
- Professional Development
- Writing Center
You do not appear to have any assigned courses in this term in Banner.
 REVIEW THE STUDENTS IN YOUR CLASS

- Maybe send a welcome email
- Send announcement emails
YOUR FIRST DAY OF CLASS
EXPECTATIONS

- Set the tone for the course
  - Explain where the class is going
  - Show the students you care
  - Make students feel safe to participate
- Tell your students a little about yourself
EXPECTATIONS

- Explain your policies and stick to them
  - Accessibility
  - Academic honesty
  - Attendance issues
  - Grading policy
- Conduct some type of icebreaker
ICEBREAKERS

- Two types of icebreakers
  - Introduce students to each other
  - Introduce students to the material
CLASS CHALLENGES
CONFLICT

- Strategies
  - Stay calm
  - Immediate feedback
  - Talk with student after class
  - Set up meeting
  - What are they missing in class?
Our Events

- A Canvas Quick Start - Starting from Scratch
- Thursday, August 13, 2015
- 10:00 am - 11:30 am

- New Faculty and GTA Orientation - Fall 2015
Table of Contents

A. Academic Affairs
B. Student Records, Grades & Schedules
C. Financial

D. Information Technology
E. Parking & Transit Services
F. Housing & Residence Life

G. Student Conduct
H. Safety

A. ACADEMIC AFFAIRS (Back to top)
1. Academic Honesty Code
OTHER WEBSITES

- grad.auburn.edu/students.html
- auburn.edu/img
- cws.auburn.edu/accessibility
LAST THINGS
QUESTIONS?