

# First Time Teaching Assistants



Julien Roland, Department of Modern and Classical Languages  
Lorriane Odhiambo, College of Public Health  
Kent State University

October 2016

# Session Outline

- **Inside the Classroom**
  - Coping with nerves
  - Teacher-student relationships
  - Establishing your teaching persona
  - Clarity in assignments and Grades
- **Outside the Classroom**
  - Departmental requirements
  - Logistical concerns
- Q&A




# Inside the Classroom

- **Preparation**=lower anxiety
  - Include full calendar in syllabus
  - Have 'Plan B' ready every day
  - Print class roster
- Know where to get classroom materials
- **Before the first day, check...**
  - keycard for classroom door
  - classroom layout
  - the technology



UNIVERSITY

# FLASHline



Welcome

Student

Employee

Faculty & Advisors

Faculty Dashboard

Resources

University Resources

My Dashboard

FEEDBACK

## Faculty Dashboard

Blackboard Learn

**Class Rosters: Summary View**

Schedule of Courses (view only)

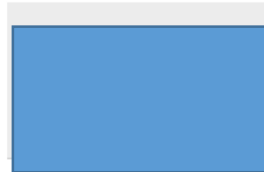
Official Academic Calendar

KentLINK Library Catalog

FlashFolio

### My Course Info

Fall 2016



#### Schedule

Schedule Type    Lecture

### Grading Resources

[NF/SF Grading](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Push](#)

[Late Registration Approval](#)

[Grade Push User Information](#)




# Inside the Classroom: Teaching Persona

- **Establish your presence**
  - Have them call you Mr., Mrs., or Miss if it makes you more comfortable
- **Know your duties**
- **Student accommodations**
  - Students with disabilities
  - Athletes



KENT STATE UNIVERSITY  
**FLASHline**



Welcome

Student

Employee

Faculty & Advisors

Faculty Dashboard

Resources

Faculty

Advising

FEEDBACK

## Faculty

### FlashFAST For Faculty

Main menu for faculty grading activities.

### Class Rosters: Detailed View

### Faculty Personnel Forms

HR forms relevant to faculty and instructors.

### Center for Teaching and Learning (CTL)

The Center for Teaching and Learning (CTL) provides opportunities, leadership, and support for all faculty to grow in their scholarly and professional

### Faculty Affairs

The central source of information on faculty-related materials that are needed to carry out the essential functions of the Division of Academic

### Online Teaching

Your resource for online teaching at Kent State University.



### Collective Bargaining Agreement (AAUP)

Kent State University has collective bargaining agreements with the Kent State Chapter of the American

### Faculty Professional Improvement Leave Policy

University policy regarding faculty professional improvement leave (sabbatical).

### Faculty Professional Improvement Leave Procedures (FPIL)

Operational procedures regarding faculty professional improvement leave (sabbatical).

**Resources for Online Teaching:** The **Online Teaching Orientation & Refresher (OTOR)** - for both beginning and veteran online instructors. There are 7 modules centered on topics related to the art and science of teaching online. Each module takes approximately 2-5 hours to complete in your own time. Graduates earn a Basic and/or Advanced digital badge which can be integrated with LinkedIn as evidence of their completion. **Register for the 10/30 OTOR at:**

[http://reg.abcsignup.com/reg/event\\_page.aspx?ek=0055-0003-1194c0584f744018aa9455bd60164a1d](http://reg.abcsignup.com/reg/event_page.aspx?ek=0055-0003-1194c0584f744018aa9455bd60164a1d)

Questions: contact Shelley at [swaltone@kent.edu](mailto:swaltone@kent.edu)



# Inside the Classroom: Teacher Student Relationships

- Don't let students walk all over you; be flexible but firm
- Give yourself 24 hours to respond to student e-mails
- Keep all correspondence
- Keep graded material for one year



# Inside the Classroom: Grades

- Enter grades into Blackboard learn
  - Don't surprise students with their grades
- **Final grades must be uploaded at end of the semester**
  - Midterm grades for all lower-division courses (levels 00000, 10000, and 20000)
- All grades are confidential
- FERPA
- Academic Verification







Welcome

Student

Employee

Faculty & Advisors

Faculty Dashboard

Resources

University Resources

My Dashboard

FEEDBACK



Blackboard Learn



Class Rosters:  
Summary View



Schedule of Courses  
(view only)



Official Academic  
Calendar



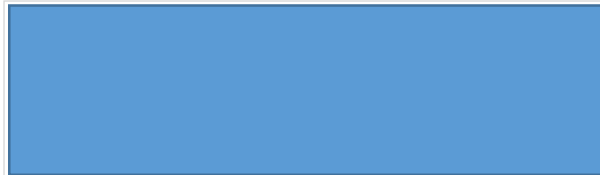
KentLINK Library  
Catalog



FlashFolio

### My Course Info

Fall 2016



#### Schedule

Schedule Type	Lecture	
Instructional Method	100% Online-No Set Meet Times	
Official Section Dates Type	1 - Full Term	2016-08-29 - 2016-12-11
Enrolled	46/60	

### Grading Resources

- NF/SF Grading
- Midterm Grades
- Final Grades
- Grade Push
- Late Registration Approval
- Grade Push User Information
- Student Cheating & Plagiarism Policy
- Cheating & Plagiarism Sanction Form
- Grade Processing Deadlines

# Outside the Classroom

- Confidentiality also applies outside of the classroom
- Familiarize yourself with the administrative structure of your department
- Find out who is teaching similar classes
- Don't neglect your personal life



- Welcome
- Student
- Employee
- Faculty & Advisors
- Faculty Dashboard
- Resources
- Faculty
- Advising
- University Catalog
- Courses
- University Policies
- Blackboard Learn
- University Resources
- My Dashboard

FEEDBACK

## Courses

[View Course Descriptions](#)

[Course Schedule Search](#)

[Course Section Search](#)

[View Schedule of Courses](#)

Includes section status, bookstore link, and registration and tuition credit

[Grades/Transcripts Processing Dates](#)

[Office of the University Registrar Calendar](#)

Important dates by term

[Registration, Final Exam & Application for Graduation](#)

[Registration Deadlines and Tuition Credit Search](#)

## University Policies

[Student Records Policy \(FERPA\)](#)

Operational procedures for

[Student Cheating & Plagiarism Policy](#)

[Cheating & Plagiarism Sanction Form](#)

Go Top




# Outside the Classroom: Paycheck and Benefits

- **Bi-monthly paycheck**
  - First paycheck is usually issued two weeks after beginning of semester - September 15<sup>th</sup>
- **Benefits of being a T. A.**
  - Employee discounts on phone bill
  - Free Microsoft Suite
  - University bookstore discount



# Employee Dashboard



Welcome

Student

Employee

Dashboard

Workflows

Resources

Reports (Cognos)

Faculty & Advisors

Payroll Direct Deposit

**View Pay Stubs**

Leave Reporting

Expense Reimbursement Workflow

Flashcart

Cognos Reporting

My Vacation Leave

VACATION LEAVE DETAILS

My Sick Leave

SICK LEAVE DETAILS

Top Employee Resources

- Employee Profile Dashboard
- Empower Timekeeping for Supervisors
- Empower Timekeeping - Employee Self Service
- Banner INB
- Finance Self-Service Banner
- Banner Integrated Document Imaging Application

My Pay Stubs

- Pay Date: 08/05/2016
- Pay Date: 08/03/2016
- Pay Date: 07/22/2016
- Pay Date: 07/08/2016
- Pay Date: 06/24/2016



# KENT STATE UNIVERSITY



<b>Event</b>	<b>Date</b>	<b>Venue</b>	<b>Time</b>
Graduate Student Orientation (GSO)	August 23	Kent Student Center	10am - 4pm
Teaching Assistant (GSO)	August 24	Kent Student Center	10am - 4pm
GradFest	August 26	TBD	6pm - 8pm
Three Minute Thesis Preliminary Rounds	September 28-30	Kent Student Center 310AB	12pm
Three Minute Thesis Finals	October 7	KIVA	12pm
GradFest	October 21	TBD	6pm - 8pm
Graduate Professional and Academic Development (GPAD) Workshops	October 21	Kent Student Center 319	10am - 3pm
GradFest	November 4	TBD	6pm - 8pm
Graduate Research Symposium	April 21	Kent Student Center	8am - 2:30pm



For Updates Visit:

Graduate Student Senate: <https://www.facebook.com/KentStateGSS>

Division of Graduate Studies: <https://www.facebook.com/kent.grad.studies>





# Teaching Assistant Training Program

Sponsored by Graduate Student Orientation and the  
Division of Graduate Studies

- Gain access to teaching resources that will help you as a teaching assistant now or in the future
- Watch the video lessons with valuable information
- Take the quiz at the end
- If you pass, you will receive a TATP Certificate of Participation that you can put on your CV or resume

For more information, visit: <https://www.kent.edu/graduatestudies/teaching-assistant-training-program>



# It's ok if...

- Your students do not show up to office hours after you repeatedly told them that you are available
- You change it up and try something different if a lesson plan does not work – seek advice.
- Students are silent when you ask questions - embrace the silence, even how awkward it will be at first.
- You ask students whether they understand the material as you go before moving forward quickly.
- You repeat instructions and due dates for clarity, especially those related to assignments.



# Q & A

- **How do you plan a lesson?** What are the parts of a lesson plan?
- What are some ways you can establish a teaching persona?
- **If you make a PPT for your lesson, but find the computer isn't working, what will you do?**
- **What organizations / events are available for graduate students?**



# Contact Details

**Julien Roland**  
[jroland2@kent.edu](mailto:jroland2@kent.edu)

**Lorriane Odhiambo**  
[lodhiamb@kent.edu](mailto:lodhiamb@kent.edu)

