

science!iupui

IUPUI School of Science
Policy on Graduate Teaching/Teaching Assistant Training
Approved by Chairs 02/08/14
Updated for accuracy 06/04/19

The School of Science seeks to give its graduate students optimal preparation for their future careers whether those careers are in academia, industry, government, etc., and whether those careers involve research, teaching, administration, writing, etc.

Sometimes, School of Science graduate students serve as teachers or teaching assistants in our classrooms and laboratories. In order to provide the best professional training for our graduate students, and equally importantly to provide the best learning environments for our undergraduate students, the School agrees that prior to starting work as teachers or teaching assistants, our graduate students should understand:

- IU and IUPUI policies related to teaching
- The Family Educational Rights and Privacy Act (FERPA)
- How to prevent or deal with issues of sexual harassment
- How to accommodate student disabilities
- How to respond to (alleged) personal misconduct by students
- How to respond to (alleged) academic misconduct by students
- How to deal with emergency situations

NOTE: the above list is a minimum. Ideally, grad students should receive training in other subjects and skills on how to be the most effective teachers to the benefit of all of the students in the class.

Resources

- The Center for Teaching and Learning's (CTL) TA Orientation.
 - <https://ctl.iupui.edu/Programs/TA-Development/IUPUI-TA-Orientation>
 - Example flyer below



New graduate student teaching assistants, join us for the

2019 IUPUI TA ORIENTATION

- Learn about the expectations and responsibilities associated with your specific teaching roles.
- Develop strategies to confidently and effectively interact with faculty and undergraduate students.
- Meet and build relationships with other new and experienced TAs at IUPUI.

The 2019 TA Orientation will consist of an in-person training session and online Canvas course.

IN-PERSON TRAINING

Register at go.iupui.edu/2ar5

Thursday, August 22, 2019
8:30 a.m. – 12:30 p.m. • IT Building, Room 152



ONLINE CANVAS COURSE

Self-enroll at go.iupui.edu/2ar4

Beginning August 1, 2019



For more information, please see the schedule on the second page.

Questions? Contact us at (317) 274-1300 or thectl@iupui.edu. For more information about the IUPUI TA Orientation and related programming visit go.iupui.edu/1GzN

IN-PERSON TRAINING SCHEDULE

Register at go.iupui.edu/2ar5

Thursday, August 22, 2019
8:30 a.m. – 12:30 p.m. • IT Building, Room 152
535 W. Michigan St., Indianapolis, IN 46202

8:30 – 9:00 a.m.

CHECK-IN, REGISTRATION, AND BREAKFAST

9:00 – 9:05 a.m.

WELCOME AND INTRODUCTIONS

9:05 – 9:45 a.m.

BEING A TA: WHAT'S IN IT FOR YOU AND YOUR STUDENTS?

9:45 – 10:00 a.m.

COFFEE BREAK

BREAKOUT SESSIONS

PRIMARY INSTRUCTORS AND RECITATION LEADERS

STEM disciplines
Non-STEM disciplines
LAB INSTRUCTORS
Biological Sciences
Physical Sciences
Engineering and Technology

GRADERS

10:00 – 11:00 a.m.

11:00 – 11:15 a.m.

COFFEE BREAK

11:15 a.m. – 12:15 p.m.

TEACHING INCLUSIVELY AT IUPUI

12:15 – 12:30 p.m.

FINAL COMMENTS AND EVALUATIONS

ONLINE CANVAS COURSE

Self-enroll at go.iupui.edu/2ar4

Self-enrolling Canvas course available beginning August 1, 2019

FERPA AND GRADING

- Maintaining confidentiality of student records
- How to grade fairly

ACADEMIC INTEGRITY

- Types of academic misconduct
- How to report academic misconduct
- How to promote academic integrity

UNLAWFUL HARASSMENT

- What constitutes unlawful harassment
- IUPUI student rights
- How to report harassment

CAMPUS SAFETY

- Campus emergencies including:
 - Severe weather
 - Building evacuations
 - Active shooter
 - Medical emergencies
 - Preventing/managing violence in the classroom

BEING AN INTERNATIONAL TA

- Strategies and resources for international students

USING THE UNIVERSITY LIBRARY

- Information literacy
- Conducting research using library resources