



# 2017-1 TA Certification Program

# TA ORIENTATION



성균관대학교  
**교육개발센터**  
Center for Teaching and Learning

# II Roles of TAs

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- ✓ **What is a Teaching Assistant?**
- ✓ TAs are Teaching Assistants who are graduate students of SKKU. They are working as assistants to the faculty in teaching related responsibilities under their professor's guidance.



# II Roles of TAs

## What do students want from TAs?

- ▶ To be a bridge between students and their professors
- ▶ To teach students who need to make up for a particular lesson
- ▶ To make a safe learning environment
- ▶ To be their mentor
- ▶ To help with kindness and passion

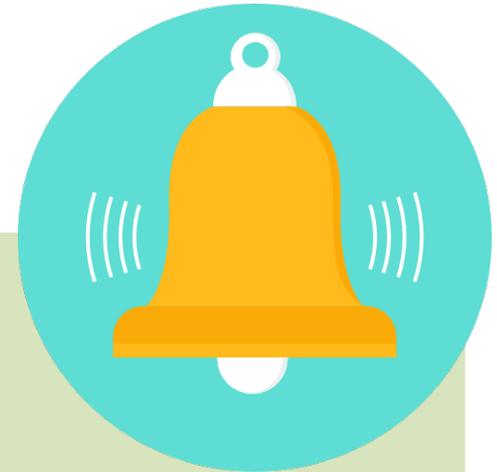


# II Roles of TAs

TAs should be:

## A Manager

Deal with class supplies,  
be an exam supervisor,  
make a class community,  
notice schedules and assignment deadline,  
and be open to their opinion and what they want.



# II Roles of TAs

TAs should be:

## Knowledgeable

Prepare class materials,  
make pop quizzes,  
and give explanations related to lessons  
to students when necessary.



# II Roles of TAs

TAs should be:

## A Facilitator

Make a safe learning environment,  
increase students' motivation,  
interact with students,  
let students know how to study effectively,  
and give them immediate feedback.



## II Roles of TAs



Each role is interwoven with each other.

# II Tips for TAs activities

## Effective time management

- ▶ Make a general schedule from the beginning of the semester based on class schedules and your personal schedule.
- ▶ Keep in mind about assignment due dates and class-related schedule.



# II Tips for TAs activities

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## Interaction with students

- ▶ Be knowledgeable of what students learn in class.
- ▶ Hold off answering students' questions when you don't know exactly.
- ▶ Be careful when you open your phone number to students.

# II Tips for TAs activities

## Supervising an examination

- ▶ Provide clear guide line for exam  
(e.g.) Let students put off their phones, arrange their stuff and desks, and notice test time.
- ▶ Notice students of how they will be treated when they cheat on an exam in advance.
- ▶ Even though a student cheats on an exam, let the student finish the exam after noticing them about it.
- ▶ When a class is arranged and divided for an exam, TAs should communicate with each other and notice their students in order to offer students to take the exam under the same condition

# II Undergraduates services from SKKU

▶ Center for Teaching & Learning  
Learning consulting  
Workshops

▶ Others...

- Math Teaching and Learning Center
- SKKU Writing Clinic
- Student Counseling Center
- Sungkyun Language Institute
- Health Care Center
- Support Center for Students with Disabilities
- Career Zone
- Gender Equality Counseling Center