



# TA Training(Intensive) & TA Certification Program



성균관대학교

**교육개발센터**

Center for Teaching and Learning

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# II TA's Activity Strategy

## Systematic Time Management

- ▶ Announce the working hours schedule and work methodically as TAs
  - Preparation for class & meeting hours with the professor
  - Online activities: E-mail, Confirming I-campus questions (e.g. Answer the questions within 48 hours)
  - Offline activities: Running Q&A session
  - Grading exams & assignments



# II TA's Activity Strategy

Things you should notice at the beginning of semester

- ✓ TA office hours
- ✓ Q&A system & means of communication (Online, offline)
- ✓ Instructions of questioning
- ✓ Q&A session time & place



# II TA's Activity Strategy

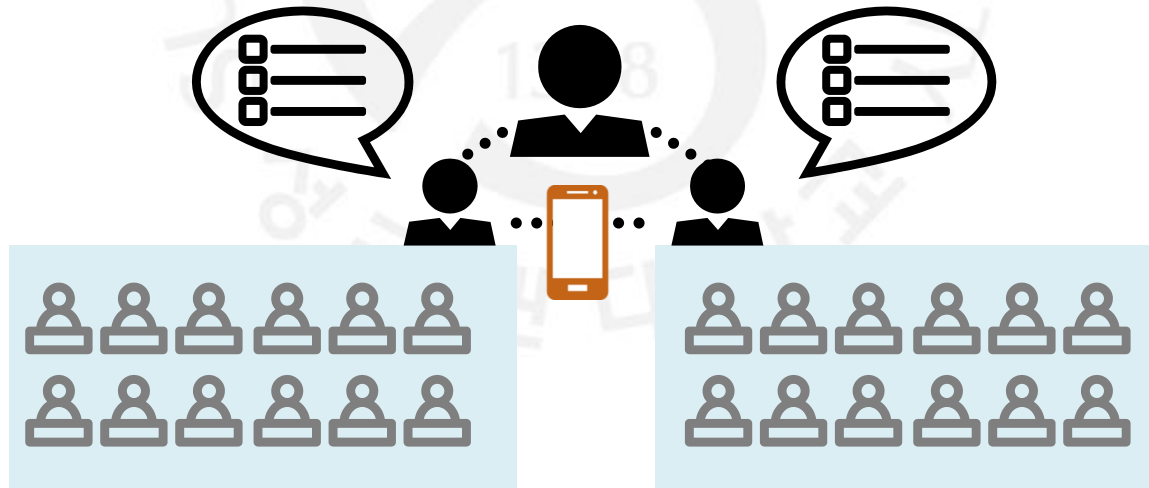
## Interaction with students

- ▶ You should be aware of the lesson contents to ensure confident coaching.
- ▶ Let students know their personal phone number and use it within the boundaries of setting ground rules.  
(e.g.) Asking questions via message, giving answers only within appointed hours, not answering calls from unknown callers
- ▶ TAs ask relevant questions to make students get involved in class.
- ▶ TAs get accustomed to dealing with students as assistants.

# II TA's Activity Strategy

## Supervision of exams

- ▶ Having meetings with professors and assistants prior to the exams
- ▶ Announcement of detailed guidelines  
(e.g.) warning of cheating, smartphone off, arranging belongings, organizing desks, test times etc.



# II TA's Activity Strategy

## Other activities strategy

- ▶ Don't react emotionally.
- ▶ Answer student's complaints after taking time.
- ▶ Make a habit of taking notes and record keeping.
- ▶ Hold answers to questions that students are not sure about.
- ▶ Check classroom equipment in advance.



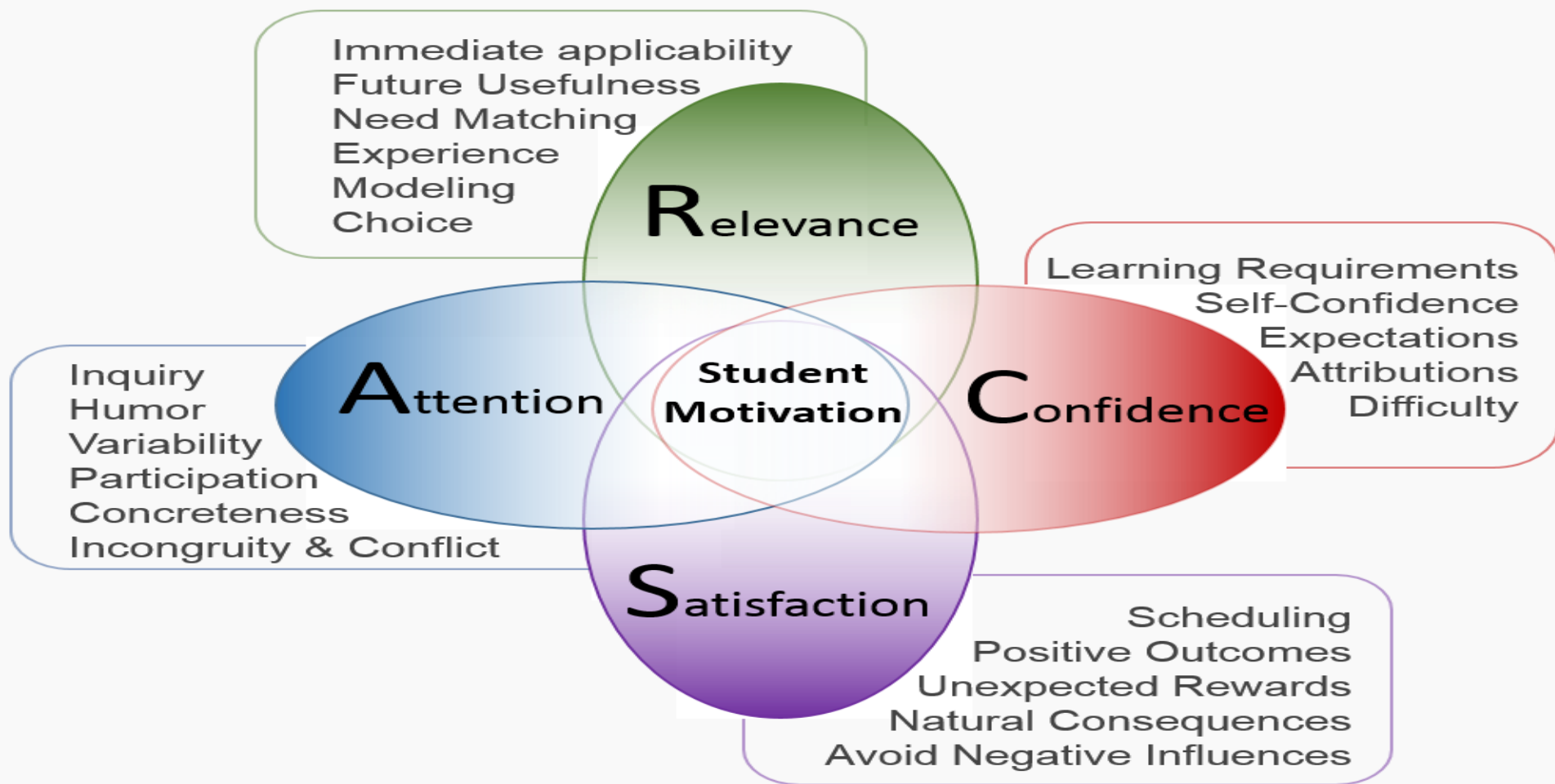
# II TA's necessary ability

- ▶ Deep understanding of the field
- ▶ Communication skills
- ▶ Leadership
- ▶ Time management skills
- ▶ Foreign language skills
- ▶ Diligence
- ▶ Crisis management skills
- ▶ Sociability

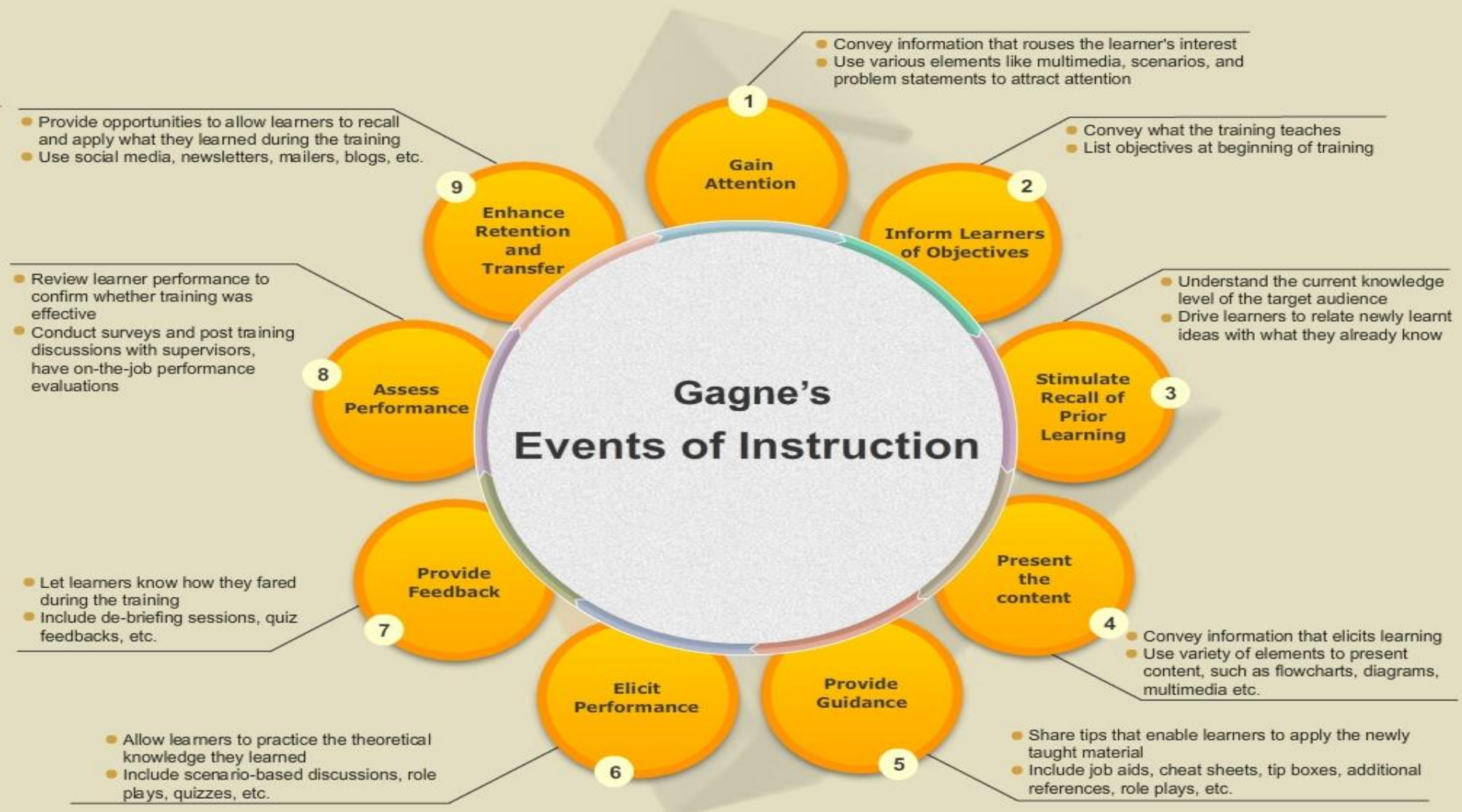


# Learning Motivation Strategy

## ► Keller's ARCS Model



# Lesson Design



# Activities

- creating TA activity plans



## SKKU Mobile Portal Application

- ▶ 정보광장(GLS)
- ▶ 수업영역(Courses)
- ▶ Checking lesson plans

Filling in form focusing on roles of the TA, TA's activities strategy

# II Student supports offered by university

## ▶ Center for teaching & learning (learning supports)

- Learning Consultation
  - Learning Diagnosis
  - Learning Coaching
- Workshops for learning methods
- Workshops for future teachers(graduate students)

## ▶ Other support organizations

- Math Learning Center (extension 5925)
- Counseling Center (extension 1299/5680)
- SKKU Writing Clinic (extension 0099)
- Sungkyun Language Institute (extension 1345/5232)
- Career Zone (extension 1088/5044)
- Health Care Center (extension 1230/5250)
- Support Center for students with disabilities (extension 1092/4425)
- Gender Equality Counseling Center (extension 1299/5260)
- I-Campus
  - Tutor Registration : Affiliated Administration Office
  - Any other inquiries: Education Support Team

# II TA Certification Program

- Target: TAs who are working during the 2018 Spring semester and also completed the TA training(basics or intensive)
- Working period: **Fri. 30 March ~ Thur. 21 June** \*from week 5 to week 16 of the academic calendar
- Contents of the activities
  - ✓ Completion of TA training
  - ✓ Weekly report of activities: Posting the contents of activities online once a week
    - TA Certification Program activities: Naver Band <https://band.us/n/adacw1bam6F66>
  - ✓ Taking part in TA meeting or submitting a written opinion about the agenda for discussion(expected at the end of November)
- Benefits
  - ✓ Certificate of TA activities (60 hours approved) \*Certificate available in English, if needed
  - ✓ Souvenir for participation in the program(tentative)
  - ✓ Early information about future workshops for teaching candidates

# THANK YOU

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**TA Certificate Program Information**

**Center for teaching & learning** [ctl.skku.edu](mailto:ctl.skku.edu) [ctl\\_skku@skku.edu](mailto:ctl_skku@skku.edu)

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**Inquiries of TA activity plan submission and activities**

**College Administration Office**