



# TA Training(Basic) & TA Certification Program



성균관대학교

**교육개발센터**

Center for Teaching and Learning

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# Roles of the TA

## ✓ What is a teaching assistant?

- ▶ TAs are teaching assistants who are graduate students at SKKU. They work as assistants to the faculty in teaching and execute general lesson support activities such as discussion, exams, quizzes, solution to questions, feedback talk after class and activities regarding exams under their professor's guidance.

A PERSON WHO LEARN FROM TEACHING



# Roles of the TA

## - The thing students want from TAs



"When students are uncomfortable with asking the professor questions, they hope TAs can act as a bridge between students and professors."

"It would be great if the TAs have a deep understanding of the major and enough experiences to be a practical mentor."

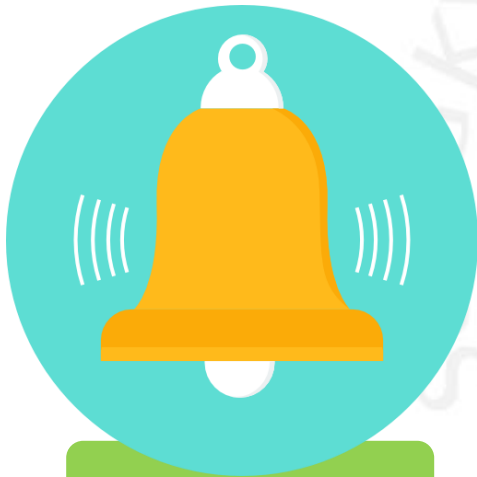
"It would be great if TAs notice announced information regarding the grading process (e.g. notice of assignments or their submission) and paid more attention to the coordination of groups."

"We think we need an assistant who can help us with assignments during class. ... In case of further questions, it would be great if the assistant could help us in close proximity.."

"It would be helpful if TAs defined terms used in class that we don't understand."

"Ability is important but the most important thing is kindness because TAs have to deal with many people individually."

# Roles of the TA



System  
Administrator



Contents  
Expert



Facilitator

# Roles of the TA

## An Administrator

- Should be clearly aware of the syllabus of the lecture
- Have regular meetings with the professor
- Post online/offline announcements (e.g. schedule of exams and assignments)
- Material management
- Supervision of exams



# Roles of the TA

## A Contents Expert

- Answering the questions that students cannot understand
- Creating PowerPoint Presentations containing lesson contents
- Searching for examples or materials related to the learning contents
- Explaining in an easy way that students understand
- Guiding through lesson contents to allow effective studying
- Grading (In some cases setting questions for exams, correction)



# Roles of the TA

## A Facilitator

- Praising and encouraging students' efforts
- Giving learning motivation through examples of seniors, own experiences
- Getting close with students through interaction
- Eliciting participation during team activities
- Taking the role of a long-term mentor in the field





# Roles of the TA



(Examples)

Exam-related duties: supports for exams, supervision of exams, grading, announcement of results, feedback, encouragement

Questions-related duties: administration, inquiry regarding the schedule, questions regarding study method

# II TA's Activity Strategy

## Systematic time management

- ▶ Announce the working hours schedule and work methodically as TAs
  - Preparation for a 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

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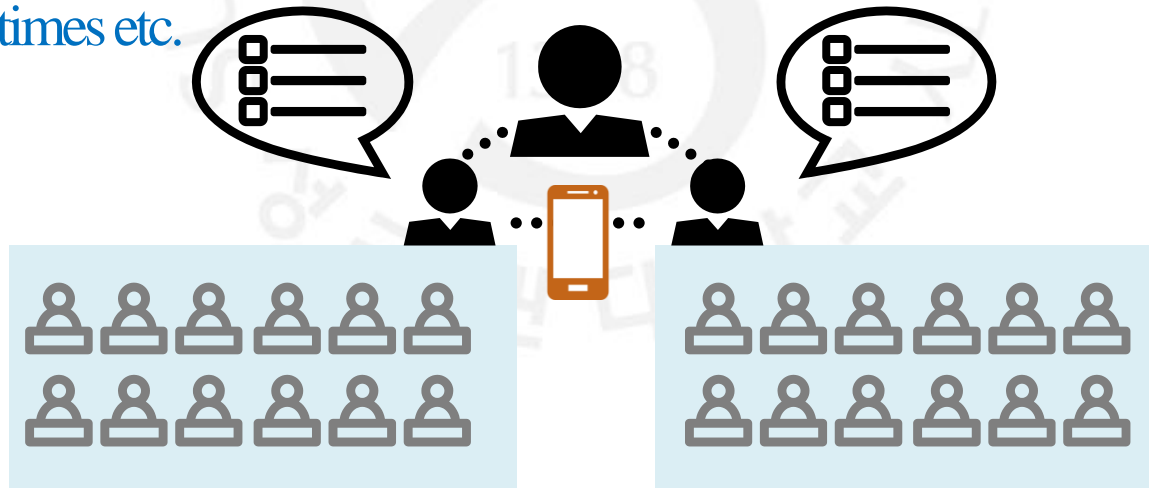
## Interaction with students

- ▶ 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.

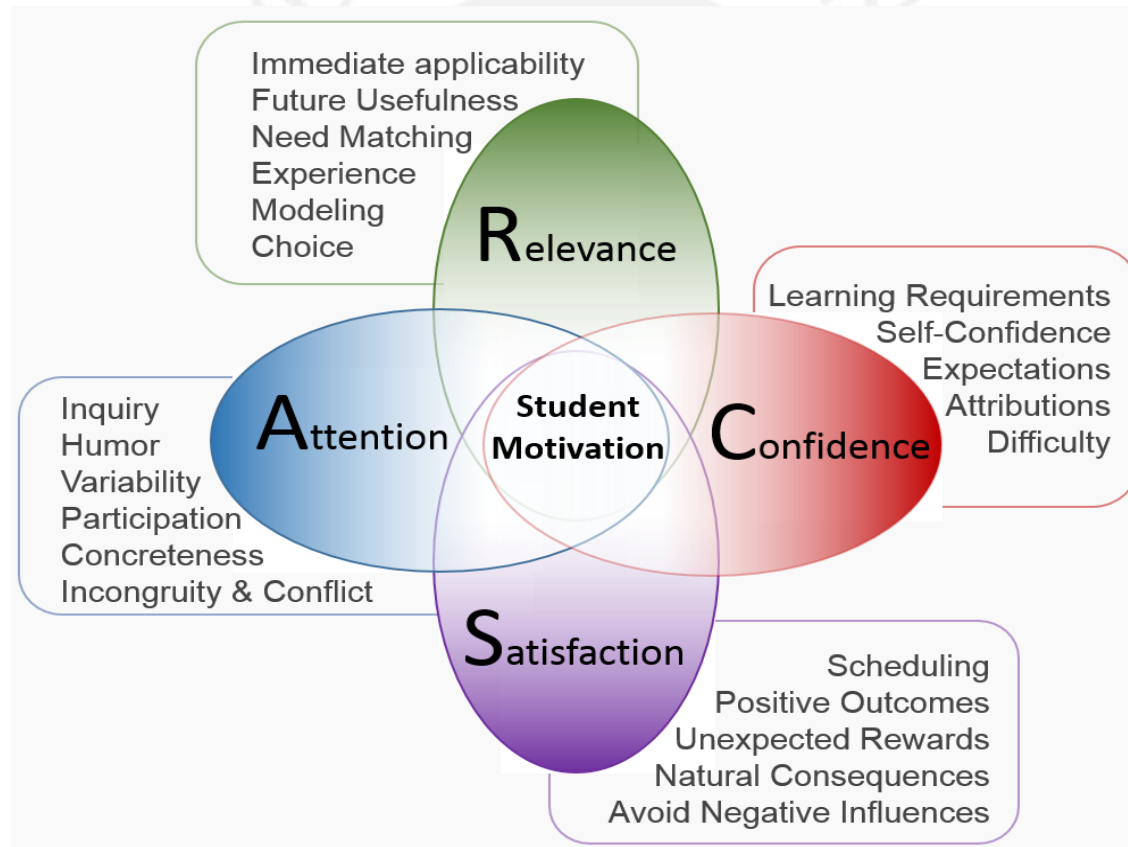


# II TA's necessary ability

- ▶ 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





# 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

# TA Certification Program

- Target: TAs who are working during the 2nd semester 2018 and also completed the TA training(basics or intensive)
- Working period: **Mon. 1st Oct. ~ Fri. 21th Dec.** \*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/band/72367037>**
  - ✓ Taking part in TA meeting (expected in November)
- Benefits
  - ✓ Certificate of TA activities (in Kor./Eng.)
  - ✓ Souvenir for participation in the program (tentative)
  - ✓ Souvenir for participation TA meeting (tentative)
  - ✓ Early information about workshops for future teachers

# 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**  
**Office of Academic Services**