



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

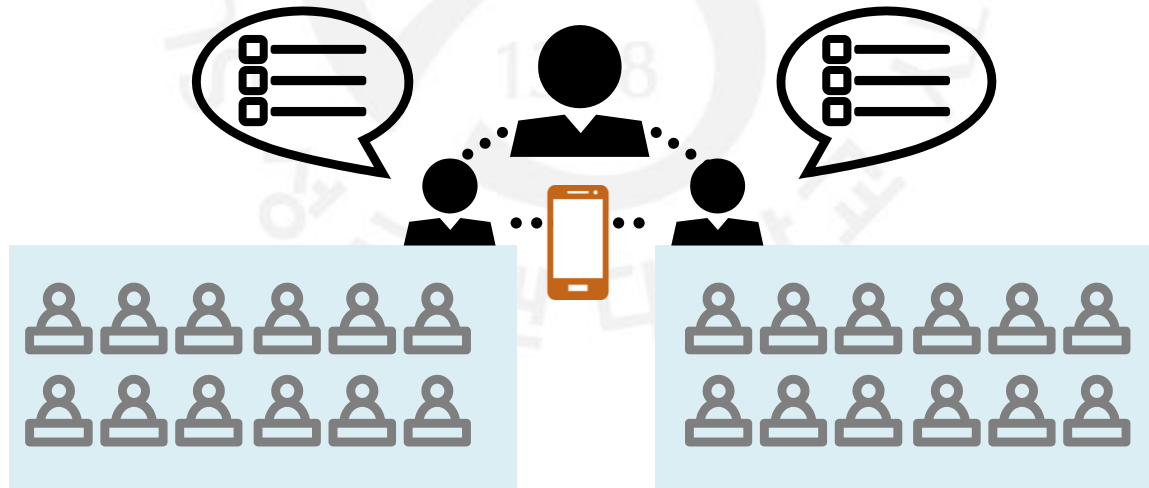
Interaction with students

- ▶ 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.

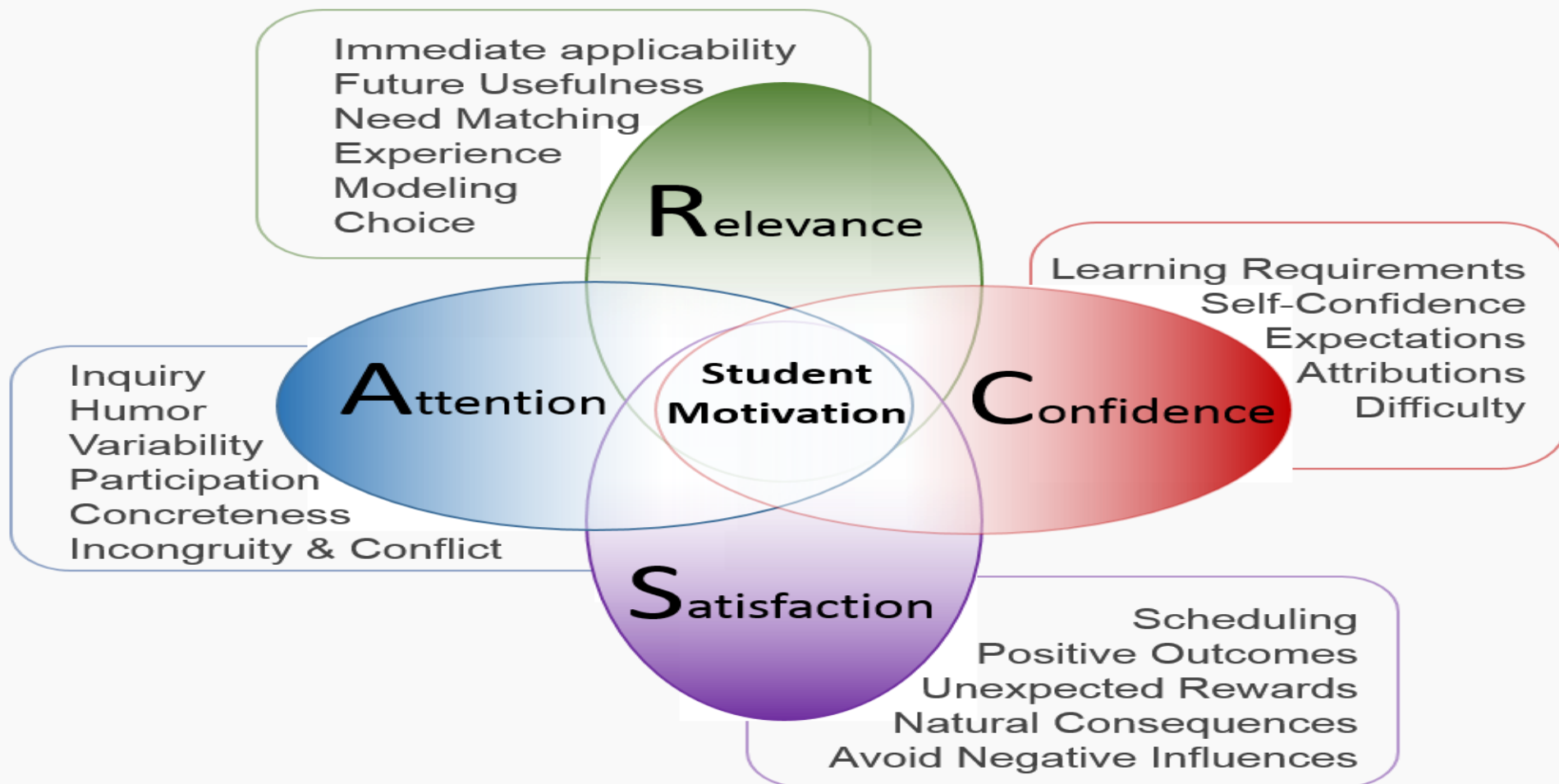


II TA's necessary ability

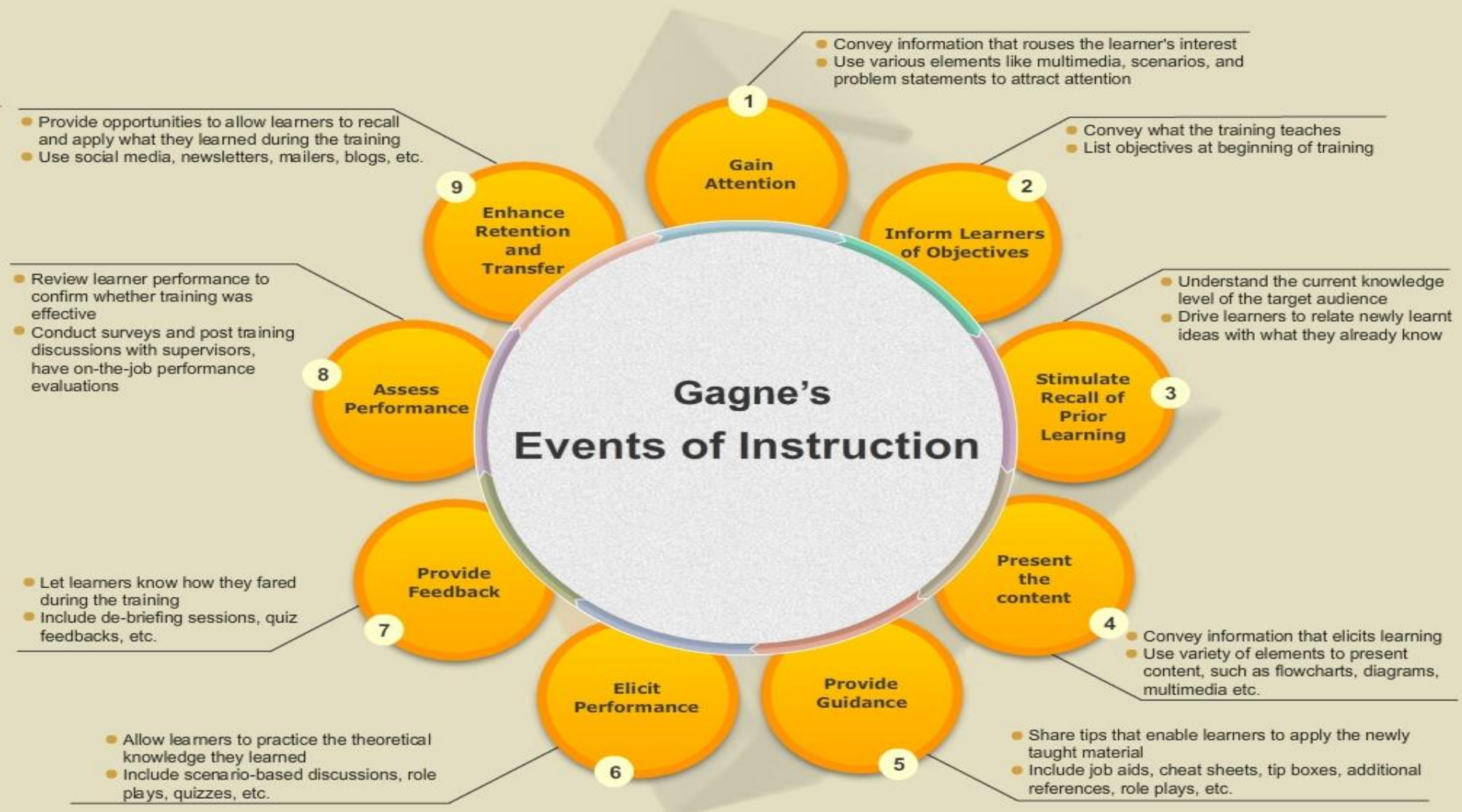
- ▶ Deep understanding of the field
- ▶ Communication skills
- ▶ Leadership
- ▶ Time management skills
- ▶ Foreign language skills
- ▶ Diligence
- ▶ Crisis management skills
- ▶ Sociability

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 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

TA Certificate Program Information

Center for teaching & learning ctl.skku.edu ctl_skku@skku.edu

Inquiries of TA activity plan submission and activities
Office of Academic Services