

Flowchart of the Training Process for Teaching Assistants

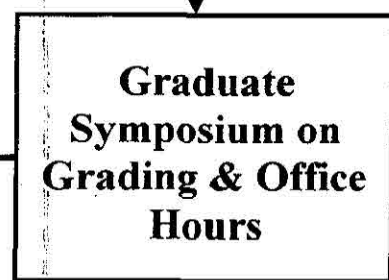
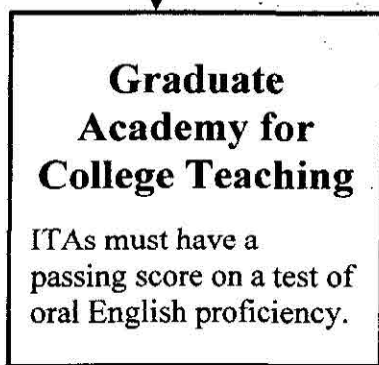
Type of Appointment*

TAs/ITAs with Classroom Responsibilities

(teaching lecture, discussion, studio, lab)

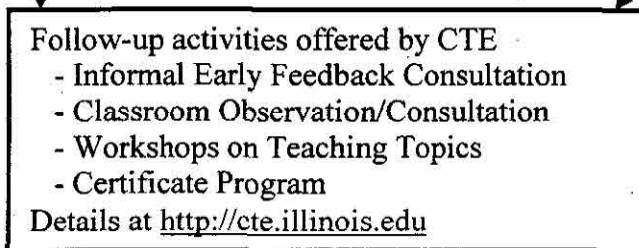
TAs/ITAs without Classroom Responsibilities

(grading and/or office hours only)



If a TA/ITA receives an appointment with classroom responsibilities, then he/she must attend the Graduate Academy for College Teaching.

TAs may elect to participate in any follow-up activities. Departments may require them to participate in specific activities and are responsible for informing them of this expectation.



Note:

** If appointment types are unknown or if department cannot track appointment types over time, then TAs should be sent to the Graduate Academy for College Teaching in order to receive comprehensive training.*

For future planning purposes:

	Jan 2012	Aug 2012
Graduate Academy	Jan. 11, 12 (W & R) Microteaching Jan. 13	Aug. 20, 21 (T & W) Microteaching Aug. 22, 23, 24
Grading Symposium	Jan. 12 (R)	Aug. 21 (W)
First Day of Classes	Jan. 17 (T)	Aug. 27 (M)

The 2011 Graduate Academy will be held on Tuesday and Wednesday, August 16 and 17. Microteaching sessions are a required part of the program and will be held on August 18, 19, and 20. This is a draft of the program.

Graduate Academy for College Teaching

The Graduate Academy for College Teaching is a required, pre-semester orientation for new teaching assistants (TAs and ITAs) who have classroom responsibilities (teaching lecture, discussion, laboratory, or studio sections). Required sessions about language and culture have been incorporated into the Graduate Academy to meet the University's policy requirements for training international teaching assistants. The program includes

- Large group presentations on teaching and grading concepts
- Small group sessions on questioning strategies and lesson planning
- Concurrent sessions which offer choice on diverse teaching topics
- Microteaching sessions where TAs practice teaching and receive feedback

Day One: Tuesday, August 16, 2011

8:30 – 9:00	Registration	Foellinger Auditorium
9:00 – 9:15	Welcome	Foellinger Auditorium
9:15 – 10:00	Drama Techniques For Teaching	Foellinger Auditorium
10:00 – 10:20	Break	Lobby, Foellinger
10:25 – 12:40	Planning a Class Session, Questioning Strategies, and Microteaching Preparation	Small Groups TBA
12:45 – 1:35	Box Lunch	Lobby, Foellinger
1:45 – 2:55	Concurrent Sessions A Teaching In Different Disciplines and General Pedagogy	Sessions TBA
3:05 – 3:30	Using Feedback	Sessions TBA
3:30 – 4:30	Bookstore Reception: Food, Gifts, Good Time	Illini Union Bookstore

NOTE: You will microteach in 90-minute blocks on Thursday, Friday, and Saturday in Armory Building. **You will sign up for one session.** Session times are 8:30-10:00, 10:00-11:30, 11:30-1:00, 1:30-3:00, 3:00-4:30, or 4:30-6:00. More details on Page 3 of this document.

FINAL PROGRAM: <http://cte.illinois.edu/programs/tatrain/Aug11GradAcademyProgram.pdf>

Graduate Academy for College Teaching

Day Two: Wednesday, August 17, 2011

9:30 – 10:00	Registration	Foellinger Auditorium
10:00 – 10:10	Welcome Back	Foellinger Auditorium
10:10 – 11:00	Grading	Foellinger Auditorium
11:00 – 11:20	Break	Lobby, Foellinger
11:30 – 12:40	Concurrent Sessions B General Pedagogy and Teaching In Different Disciplines	Sessions TBA
12:40 – 1:20	Box Lunch	Lobby, Foellinger
1:25 – 2:35	Concurrent Sessions C Culture and Diversity ITAs attend <i>Cross-Cultural Communication</i>	Sessions TBA
2:50 – 4:00	Concurrent Sessions D General Teaching Strategies (Pedagogy) ITAs attend <i>Get Rhythm: Keys to Intelligible Speech</i>	Sessions TBA
4:00 – 5:00	Bookstore Reception: Food, Gifts, Good Time	Illini Union Bookstore



A Message for Incoming TAs and ITAs
Guidelines for Your Microteaching Experience



Microteaching is a recorded teaching simulation that provides feedback on, and a starting point for conversation about, your teaching. It is called "micro" because it lasts only 8 minutes, focuses on a narrow lesson, and is taught to a small audience. Microteaching and the playback review are important and required parts of the Graduate Academy.

Logistics – Sign Up for a Session

You will teach your 8-minute lesson in a 90-minute session with 6 other TAs. We want microteaching to be positive and useful to you. It is more interesting to be with TAs from diverse departments. You will **sign up for one session** during the breaks at the Graduate Academy, August 16 and 17.

Getting Ready – Planning Your Lesson

You will choose a topic/concept in your discipline that you could teach to freshmen or sophomores in 8 minutes. You will do some work on planning this lesson during the first day of the Graduate Academy, but it helps to think about a few topic ideas before this time.

During the Session

You will teach your lesson and get written and oral feedback. In addition to being a teacher, you will be expected to play the role of a student for the lessons taught by the other TAs in the session. You should also be prepared to offer support and ideas for improvement to them, and receive the same from them.

After the Session

You will sign up for a playback consultation with one of the CTE staff members. These consultations will take place during the first few weeks of the semester in 249 Armory.

The Consultation

The consultation is a private conversation with an experienced instructor about teaching. This conversation starts with your microteaching video as it relates to your current or future teaching assignment. This is not an evaluation, but, rather, is a sharing of ideas and a time to ask questions.

The Graduate Symposium will be held on Wednesday, August 17, running concurrently with the Graduate Academy for College Teaching. This is a draft program.

Graduate Symposium on Grading & Office Hours

The Graduate Symposium on Grading & Office Hours offers preparation for new teaching assistants (TAs and ITAs) who have non-classroom responsibilities (grading and/or holding office hours only). Required sessions about language and culture have been incorporated into the Grading Symposium to meet the University's policy requirements for training international teaching assistants. The program includes:



- Large group presentation on grading
- Small group explorations of strategies to use during office hours
- Small group practice sessions in grading techniques
- Large group sessions on culture and language issues (for ITAs only)

Wednesday, August 17, 2011

8:30 – 8:50	Registration	152 Wohlers Hall
8:50 – 9:50	Office Hours Small Group Session	TBA
10:00 – 10:10	Welcome	Foellinger Auditorium
10:10 – 11:00	Principles of Grading	Foellinger Auditorium
11:00 – 11:20	Break	Lobby, Foellinger
11:25 – 12:30	Grading Practice Small Group Session	TBA

REQUIRED SESSIONS FOR ITAs ONLY

12:30 – 1:20	Lunch Break for ITAs	TBA
1:25 – 2:35	Cross-Cultural Communication	TBA
2:50 – 4:00	Get Rhythm: Keys to Intelligible Speech	TBA



Center for Teaching Excellence Spring 2011 Teaching Development Schedule

Individual Workshops

- Using i-Clickers in your Class*
Thurs., Jan. 27, 3:30 – 5:00
- Interpreting ICES Results*
Tues., Feb. 1, 10:00 – 11:00
- Effective Multiple-Choice Test Design*
Thurs., Feb. 3, 11:30 – 1:00
- CTEN Workshop: Using Cooperative Groups*
Postponed. Date/time TBA. Check calendar.
- Capitalize on Student Input: Maximizing Contribution and Participation*
Tues., Feb. 8, 3:15 – 4:30
- Designing an Exciting Variety of Lesson Plans: A Practical Approach* Tues., Feb. 15, 3:15 – 4:30
- Using Informal Early Feedback*
Mon., Feb. 21, 12:00 – 1:30
- Online Submission of Midterm and Final Grades*
Wed., Feb. 23, 9:00 – 10:00
- Exam Item Analysis: Improving Test Questions*
Fri., Feb. 25, 10:00 – 11:00
- Classroom Simulations for Experiential Learning*
Mon., Feb. 28, 3:30 – 5:00
- Using Online Micro-Lectures to Enhance In-Class Instruction* Tues., Mar. 1, 4:00 – 5:00
- Learning Theories...And Teaching*
Fri., Mar. 4, 11:30 – 1:00
- Bringing Online Student Participation into the Classroom* Tues., Mar. 8, 4:00 – 5:00
- CTEN Workshop: Non-Faculty Jobs in Higher Ed*
Thurs., Mar. 10, 4:30 – 6pm, 142 Psych Bldg.
- Online Group Work* Thurs., Mar. 17, 12:00 – 12:50
- Critical Decisions When Integrating Technology into Your Teaching* Mon, Mar. 28, 3:30 – 5:00
- Writing Your Teaching Philosophy Statement*
Tues, Mar. 29, 3:30 – 5:00, 2405 Siebel
- The Challenges of Designing a Blended Super-Sized Course* Thurs., Mar. 31, 3:30 – 5:00
- Designing Effective Student Teams and Assignments* Mon, April 4, 3:00 – 5:00

Special Programs

- 4 Friends, 1 Book: TA Reading Groups!* Recruit 3 TAs, schedule your meeting times with CTE to discuss the book, "What the Best College Teachers Do" (Bain 2004). Four 1-hour meetings count toward CTE certificate credit. Contact airish2@illinois.edu
- Teaching IS Critical to the Graduate Student Experience: A Reading Group for TA Supervisors*
Thursdays, 1:30 – 3:00 (Jan. 27, Feb. 24, Mar. 31, and Apr. 28). We will consider the training and future jobs of grad students, with an emphasis on teaching.
- Scholarship of Engagement Seminar*
Wednesdays, 12:00 – 1:30 (Jan. 26, Feb. 23, Mar. 16, and Apr. 13). Join this monthly seminar with guest speakers and discussion topics related to service-learning. See calendar for details.
- Service-Learning Course Design Clinic*
Fri., April 8, 12:00 – 2:00, CTE Conf. Room, 249 Armory Bring a draft syllabus or course outline to participate in an interactive session to revamp your course with service-learning.
- Faculty Retreat. Brilliance is Not Enough: When Educational Demands Push Beyond Disciplinary Expertise, with Therese Huston*
Fri., Feb. 18 (see CTE event calendar for details)
- SPECIAL: Graduate Student Workshop w/ Therese Huston*, Thurs., Feb. 17, 3:00 – 4:30, Location TBA)
(see CTE event calendar for details)
- Service-Learning & Social Entrepreneurship Showcase* Wed., April 27, 3:00 – 5:00, BIF Atrium.
Network and learn about new opportunities in this poster session featuring service-learning and social entrepreneurship in action.
- CTE Celebration of Teaching*
Tues., May 3, 3:30 – 5:00, Heritage Room, ACES Library. Celebrate with faculty, APs, and graduate students who completed CTE teaching certificates.

ALL WORKSHOPS ARE IN **428 ARMORY**
UNLESS OTHERWISE NOTED

REGISTRATION IS REQUESTED

Please register by going to the event calendar on our website, cte.illinois.edu