

The Graduate School

The Center for Graduate Teaching Excellence

(www.cgte.siuc.edu)

Southern Illinois University Carbondale

Presents

**A Schedule of
Graduate Assistant Workshops**

August 17 - 21, 2009

Lawson Hall 151 & 161

Co-sponsored by Library Affairs

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Graduate Assistant Training Expectations

Welcome to Southern Illinois University Carbondale and to this workshop series for graduate assistants. This year we are pleased to have all-campus training sessions for both domestic graduate assistants and international graduate assistants.

For all prospective and/or new Teaching Assistants (TAs), your supervising faculty member may assign you a variety of instructional duties such as:

- 1) Conducting independent teaching or co-teaching with colleagues;
- 2) Being a teaching assistant to a professor for a certain course and doing grading, answering questions, etc.; and
- 3) Leading lab experiments, lab discussions, grading lab reports as a lab assistant.

Departmental Training -- Various departments conduct formal training of **three days or more** in length for their teaching assistants. You should check with your supervisor, departmental director of graduate studies, or department chair to determine if your department has a 3+ day program. If your department does have the formal training, you may not be expected to attend the campus wide training series. If not, then you are expected to attend the Graduate School's Graduate Assistant Workshop series (see Page 6-9 for the overall agenda) according to your type of assignment. Some departments which have a formal program may also expect you to attend the workshops either on Tuesday afternoon or Friday morning of the week prior to fall semester classes. Check with them.

International Teaching Assistants (ITAs) -- For all prospective and/or new teaching assistants, if you are a non-native English speaker and/or if you have your higher education in another language other than English, you are an ITA.

ITA Oral English Proficiency Test -- In response to the Illinois Senate Bill 1516, the University requires all prospective ITAs to take the all-campus ITA Orientations held on Monday, August 17, **and** to take and pass the ITA Oral English Proficiency Test on Tuesday, August 18, 2009. If you are a non-native speaker of English and you will hold a teaching assistantship, your department **MUST** schedule an Oral English Proficiency test for you. Please contact your department for the time and location of the test. Also please see ITA information on pp. 10–13.

New Research Assistants and Administrative Assistants -- To help meet the requirements for Research Assistants (RAs) and Administrative Assistants (AAs), the University requires **all** new RAs and AAs to attend two sessions:

- 1) Session on the SIUC Sexual Harassment Policy;
- 2) Session on the Responsible Conduct of Research;

For a more detailed schedule about these two sessions, please refer to Page 14.

ABSENCES -- There are situations in which you are wondering if you can be absent from the required training. If that is the case, please in advance:

1. E-mail to your **department's** Director of Graduate Studies and/or the Chairperson of your Department explaining the reasons you will not attend; **and**
2. Copy that e-mail to the Center for Graduate Teaching Excellence (cgte@siu.edu). A decision will be made if your absence is permitted.

Attendance – Attendance is taken at each of the workshops. After the series of workshops are completed, a compilation of workshops with attendance at each is emailed to the various college deans, departmental chairpersons, and directors of graduate studies.

August 18, 2009

Dear Graduate Assistants:

I want to take this opportunity to welcome you to Southern Illinois University Carbondale and to the Workshops for Graduate Assistants. As you fulfill your duties and responsibilities as a graduate assistant, you will be making a significant contribution to the University's mission of providing its undergraduates with an educational experience of the highest quality. Further, you will find that development of good teaching/research skills will prove invaluable, regardless of the specific path of your career.

In recognition of the important role played by graduate assistants, the Graduate Council has mandated that the Graduate School provide appropriate pre-service and in-service training for all graduate assistants. With the assistance of Library Affairs, the Graduate School has offered such training since 1988.

The Graduate Assistant Workshop Series is being offered for the twentieth consecutive year. This year the workshop has been revised to reflect information gained from previous evaluations and to address new and emerging issues in higher education. We have also added a special Orientation /Training segment and workshops for our International Teaching Assistants. I am confident that you will find the topics covered during the workshop both interesting and useful.

The forthcoming academic year promises to be an exciting one for you, the students that you will teach, the research you will conduct, and the University. I believe that your participation in this workshop will enable you to benefit from the opportunities that you will experience during the year.

Best wishes for a successful workshop experience and a productive year!

John A. Koropchak
Vice Chancellor for Research &
Graduate Dean

August 18, 2009

Dear Graduate Assistants:

Welcome to SIUC and to this series of Graduate Assistant Workshops. We are pleased to co-sponsor this program with the Graduate School, and we believe you will find it useful as you begin or continue your professional association with the University.

Library Affairs is committed to providing high quality services to the campus community. We regard you as an important member of that community because as teachers and/or researchers you will have opportunities to introduce your students to the wealth of information available through the Library. During this workshop series you will learn about the many ways in which our Undergraduate and Instructional Services can support your teaching and research efforts. As a graduate student yourself, you will soon be relying on the Library to assist you with your own class assignments and research projects.

One of the first things you may discover is that Library Affairs is incorporating an array of new technologies designed to increase access to information and materials at locations other than SIUC. We are rapidly making the extension from a traditional academic library with extensive book holdings to that of being, in addition, a leader in using some of the newest methods to provide services and enhanced access to the information resources you will need as students and teachers. We provide remote site access to a wide range of library and bibliographic information.

The faculty and staff of Library Affairs know well that service to users is our primary mission. We extend a cordial welcome to you and look forward to supporting your educational endeavors at SIUC.

David Carlson
Dean of Library Affairs

Important Notices for New Domestic Teaching Assistants (TAs)

Workshops for New Domestic Teaching Assistants

(See detailed schedule on pp.7-9)

1. Welcome, Overview, and Initial Workshops

These workshops are required of **all** new Teaching Assistants (TAs), including International Teaching Assistants (ITAs). You are required to attend all of the sessions arranged on **one** of the following dates:

- Tuesday, August 18, 1:00 p.m. – 4:30 p.m., Lawson Hall 151

OR

- Friday, August 21, 8:30 a.m. – 12:00 noon, Lawson Hall 151

2. Teaching Oriented Workshops

These workshops are required of **all** new Teaching Assistants (TAs), including International Teaching Assistants (ITAs):

- Wednesday, August 19, 9:00 a.m. – 4:30 p.m., Lawson Hall 151

AND

- Thursday, August 20, 9:00 a.m. – 4:30 p.m., Lawson Hall 151

Orientation & Workshop Schedules
For New Domestic Graduate Teaching Assistants (TAs)

Tuesday, August 18

Welcome, Overview, and Initial Workshops *(To be repeated on Friday, August 21)*

1:00 p.m.

Lawson Hall 151

Dean's Remarks

SIUC Sexual Harassment Policy..... Phyllis Khaaliq, Gargi Bhattacharya,
Phyleccia Cole & Deborah Nelson

Academic Honesty.....David Wilson

Student Conduct Code and Grievances

Promoting Scientific Integrity

In-Service with the SIUCOutstanding Teacher TBA

Wednesday, August 19

Teaching Oriented Workshops

Note: All new Teaching Assistants, including all new International Teaching Assistants, are required to attend.

9:00 a.m.

Lawson Hall 151

Managing the Classroom.....Dale Brown

Planning for Classroom Interaction

Managing Classroom Behavior

Promoting Communication

Maximizing the Usefulness of Morris Library.....Mark Watson

Reference Services

Instructional Services

Instructional Support Services

Library Liaisons

What Students Need to Know About the Library

Wednesday, August 19

1:00 p.m

Lawson Hall 151

Dealing with Disorderly Students.....Michelle Miller & Catherine Field
Challenging Situations
Suggested Strategies

Teaching Students with DisabilitiesKathleen Plesko

Thursday, August 20

Teaching Oriented Workshops

Note: All new Teaching Assistants, including new International Teaching Assistants, are required to attend.

9:00 a.m.

Lawson Hall 151

Diversity Issues in Teaching..... Carl Ervin
Gender Fair Verbal and Nonverbal Interactions
Cultural Considerations in the Classroom

Note: The following three sessions, Session A, Session B, and Session C, occur concurrently.

10:30 a.m.

Lawson Hall 151

A. General Education: Your Role as a GA.....James Allen,
Mark Amos & Julie Kirchner Payne
The University Core Curriculum
Learning Communities
Communications across the Curriculum
Assessment
First year Experience Program

OR

10:30 a.m.

Lawson Hall 101

B. Issues in Teaching
Science and Engineering Courses and Laboratories.....Frances Harackiewicz

OR (See next page)

(FOR MCMA GRADUATE ASSISTANTS)

Thursday, August 20

10:30 a.m.

Comm Bldg 1032

C. Mass Communication & Media Arts Graduate Assistants.....Jan Roddy

Assignment & Evaluation Process

Instructor of Record Opportunities

Tour of MCMA Labs and Facilities

1:00 p.m.

Lawson Hall 151

First Day-First Impression.....Dale Brown

Instructional Strategies, Materials, and

Activities to consider to make a positive first day of class,

Making Appropriate Referrals.....Rosemary Simmons & Todd Sigler

Knowing Available Services and Appropriate Procedures

Protecting Students' Confidentiality

Friday, August 21

Welcome, Overview, and Initial Workshops (*Repeat of Tuesday, August 18*)

8:30 a.m.

Lawson Hall 151

Dean's Remarks

SIUC Sexual Harassment Policy..... Phyllis Khaaliq, Gargi Bhattacharya,
Phyleccia Cole & Deborah Nelson

Academic Honesty.....David Wilson

Student Conduct Code and Grievances

Promoting Scientific Integrity

In-Service with the Outstanding SIUC TeacherKim Harris

Orientation & Workshop Schedules For New International Graduate Teaching Assistants (ITAs)

This series of orientation and training sessions for international teaching assistants are being conducted by the Center for English as a Second Language (CESL) at SIUC. One of the major goals of these orientations and training sessions are to orient and train ITAs for their various instructional responsibilities. Another critical component for International graduate assistants who plan to teach is the required ITA Oral English Proficiency Screening Test scheduled through your department.

Monday, August 17

9:00 a.m. – 9:30 a.m.

Lawson Hall 161

Welcome.....Marilyn Rivers

Orientation Introduction & Ice BreakerCheryl Ernst

9:30 a.m. – 11:00 a.m.

Introduction to American Education.....Cheryl Ernst

Cultural Issues Affecting the Classroom.....Catherine Caldwell

11:00 a.m. – 11:15 a.m.

Questions & Preview of Afternoon Sessions.....Marilyn Rivers

11:15 a.m.

IPS

Note: International graduate students whose last names start with A-K will need to report to International Programs and Students (IPS) to be registered.

12:00 noon *Free lunch for international students at IPS*

IPS

2:00 p.m. – 3:00 p.m.

Return to Lawson Hall 161

Language Issues: Pronunciation, Intonation, Fluency.....Marilyn Rivers

(Hands-on practice in pronunciation circles)

3:00 p.m. – 4:00 p.m.

Teaching Strategies for the American Classroom.....Catherine Caldwell

4:00 p.m. – 4:30 p.m.

ITA English Exam: Modeling Tips & What Evaluators Look For.....Cheryl Ernst

Follow-up Q & A.....Cheryl Ernst

Tuesday, August 18

Note: International graduate students whose last names begin with **L-Z** should check in with IPS. If you are scheduled to be tested between 8:00 a.m. – 10:00 a.m., you should go to IPS from 10:00 a.m. – 12:00 noon. If you are scheduled to be tested between 10:00 a.m. – 12:00 noon, you need to go to IPS at 8:00 a.m.

8:20 a.m. – 12:00 noon

Lawson Hall 161

Oral English Proficiency Test of ITAs (scheduled through your department)

12:00 noon *Free lunch for international students at IPS*

IPS

1:20 p.m. – 4:30 p.m.

Lawson Hall 161

Oral English Proficiency Test of ITAs (scheduled through your department)

Wednesday, August 19

Teaching Oriented Workshops

9:00 a.m. – 4:30 p.m.

Lawson Hall 151

(Same as Wednesday's *Teaching Oriented Workshops* (See pp.7-8))

Thursday, August 20

Teaching Oriented Workshops

9:00 a.m. – 4:30 p.m.

Lawson Hall 151

(Same as Thursday's *Teaching Oriented Workshops* (See pp. 8-9))

Friday, August 21

Welcome, Overview, and Initial Workshops

Note: The Friday morning sessions are part of the Graduate School’s Training & Orientation series. It is a repeat of the August 18, Tuesday afternoon sessions.

8:30 a.m. – 12:00 noon

Lawson Hall 151

Deans’ Remarks

SIUC Sexual Harassment Policy..... Phyllis Khaaliq, Gargi Bhattacharya,
Phyleccia Cole & Deborah Nelson

Academic Honesty..... David Wilson

Student Conduct Code and Grievances

Promoting Scientific Integrity

In-Service with the SIUC Outstanding Teacher.....Kim Harris

Important Notices

For Research Assistants (RAs) & Administrative Assistants (AAs)

Welcome, Overview, and Initial Workshops

The following workshops are required of **all** new Research Assistants (RAs) and Administrative Assistants (AAs). Please note that they are offered at two different times during the week:

- *SIUC Sexual Harassment Policy **AND** Conducting Responsible Research*
Tuesday, August 18, 1:00 p.m. – 4:30 p.m., Lawson Hall 161
 - OR**
 - *SIUC Sexual Harassment Policy **AND** Conducting Responsible Research*
Friday, August 21, 8:30 a.m. – 12:00 noon, Lawson Hall 161
-

Workshop Schedules

For Research Assistants (RAs) & Administrative Assistants (AAs)

Tuesday, August 18

Welcome, Overview, and Initial Workshops

1:00 p.m.

Lawson Hall 161

Deans' Remarks

SIUC Sexual Harassment Policy..... Phyllis Khaaliq, Gargi Bhattacharya,
Phyleccia Cole & Deborah Nelson

Conducting Responsible Research.....Prudence Rice

OR

Welcome, Overview, and Initial Workshops

Friday, August 21

Lawson Hall 161

Note: The Friday morning sessions are part of the Graduate School's Training and Orientation series. It is a repeat of the Tuesday afternoon sessions of August 18, 2009

CONCLUDING REMARKS

The forthcoming academic year promises to be an exciting one for you, the students that you teach, the professors with whom you work, and the University. Those involved in the organization and presentation of the activities of these workshops hope that your participation in these activities will enable you to benefit from the opportunities that you will experience during the year.

AN OPPORTUNITY FOR YOU!!!

In addition, this year the Center for Graduate Teaching Excellence will be hosting a variety of campus workshops, discussion groups, and brown bag sessions to help teaching assistants as they conduct their important instructional roles at SIUC. We are in the process of continually constructing a Center for Graduate Teaching Excellence (www.cgte.siu.edu) presence from the Graduate School's web site (www.gradschl.siu.edu). Check it often for workshops, activities, and schedules.

****We would also like to involve experienced teaching assistants in offering additional workshops throughout the semester. If YOU have expertise/experience and would like to deliver a workshop and gain the experience and benefits for your resume, please contact Dale Brown via email: (dalebrown01@earthlink.net). Also feel free to address questions to Dale Brown, Acting Director of the Center for Graduate Teaching Excellence at on-campus phone: 453-4527.

Also, if you have suggestions for workshop topics that you would like to suggest for the Fall/Spring schedule, please contact Dale Brown, Acting Director of the Center for Graduate Teaching Excellence, at 453-4527 (dalebrown01@earthlink.net) or Dr. David Wilson, Associate Dean of Graduate School, at 453-4527 (dwilson@siu.edu).

Have a super and productive year!!!

2009 PRESENTERS

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