**New Graduate Student ORIENTATION and TA TRAINING – September 2018  
Department of Mathematics, University of Washington**

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| Time | Tuesday?  September ?? |  | Thursday  September 20 | Friday  September 21 |  | Monday  September 24 | Tuesday?  September ?? |
|  |  |  | Breakfast [All] (9am) | Breakfast (8:30-10) |  | Breakfast (8:30-10) |  |
| 9:30 – Noon | **Introduction to Math TA-ing  at UW &  TA Skills**  [MathTA, AmathTA, UTA] | *Parallel sessions* **Math 124 Microteaching** (*9:00-12:00*)& **Grading  Workshop** (*10:00-noon*)  [MathTA, AmathTA, UTA] | *Parallel sessions***: Math 124 Microteaching** (*9:00-12:00*) **& Math 125  Course Workshop** (*10:00-noon*)  [MathTA, AmathTA] |
| Noon - 1 | Free time for lunch | | Free time for lunch |
| 1:00 - 3:30 pm | **Orientation** (MSC)  [Math, MathTA] [1-2pm*:* AmathTA, UTA] | **More TA Skills, Issues in Teaching and Learning, Group Work**   [MathTA, AmathTA, UTA] | *Parallel sessions***: Math 125 Microteaching** (*1:00-4:00*) **&**  **Grading Workshop** (*1:00-3:00*)[MathTA, AmathTA, UTA] | *Parallel sessions***: Math 125 Microteaching** (*1:00-4:00*) **& Math 124  Course Workshop** (*1:00-3:00*)  [MathTA, AmathTA] | 1:00-2:00 pm Math Library Orientation (PDL C-306)  2:00-3:30 pm Experienced  Student Panel (PDL C-36)  [Math, MathTA] [Optional] |
| 3:30-4pm |  | Tea (and treats) in Math Lounge | | Tea (and treats) in Math Lounge | |
|  |  |  |  |  | **Picnic 5pm** [All] (Ravenna Park) |

**Where are these sessions/events held?** The Orientation and the TA Training will be in the **Math Study Center, B-014 Communications,** except as follows**:**

* Tea will be in the Math Department Lounge, Padelford (PDL) room C-120/130.
* The picnic will be held at Ravenna Park; see the Picnic flyer for a map and details.
* Locations for Microteaching on Friday and Monday are as listed in the Microteaching handout.

**Which sessions should you attend?**

* **[Math]**: New Math grad students who will *not* be TAs at any point in 2018/19 need only attend the departmental events, i.e. the Orientation on Wednesday afternoon and the Experienced Grad Student Panel on Tuesday.
* **[Math TAs]:** Math grad students who *will* be TAs at any point in the coming year (including summer quarter) should attend everything (except for the Course Workshops on Monday, if not teaching during Fall Quarter)
* **[Amath TAs]**: Applied Math students who will be TAs in the Mathematics Department any time this coming year should attend the first hour of Orientation on Wednesday afternoon, and all of Thursday, Friday, and Monday training sessions (except for the Course Workshops on Monday, if not teaching during Fall Quarter)
* **[UTAs]**: Undergraduate TAs for Math 134 or 334 should attend the first hour of Orientation on Wednesday afternoon, and all of Thursday and Friday training sessions.
* **[New TAs]:** All [MathTAs], [AmathTAs], and [UTAs].
* **[All]**: Everyone is invited to the social events (breakfasts, teas, and picnic).

**Orientation and TA Training – Schedule Details**

**Tuesday, September 18**

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| **Time** | **Title -- Location [Who should attend]** Description | |
| 1:00-2:00 | **Introduction to the Math Department --- Math Study Center (MSC) [All].**  An introduction to some important people and services in the Mathematics department, a few announcements by the Graduate Student Representative, and an overview of TA Training by the  TA Coordinator. *Amath & undergraduate TAs can leave after this part (return Thursday morning.)* | |
| 2:10-3:10 | **Introduction to the Mathematics Graduate Program --- MSC [Math, Math TAs]** The department’s Graduate Program Coordinator (GPC), Isabella Novik, will discuss the Mathematics Graduate Program. | |
| 5:00-7:30pm | | Picnic --- Ravenna Park **[All -- optional].** A chance to socialize with new graduate students and meet some other graduate students and faculty members. Food is provided -- see the picnic flyer for a map and details. Kids and significant others are welcome. |
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| **Homework:** | **All Math Grad students:** Get a computer account (PDL C-138) & **register for at least one class**. **All New TAs:** Prepare for Thursday’s training session by doing the following**:** 1)Read **Chapter 1** and whichever section of **Chapter 2** of the TA Manual, if any, corresponds to your teaching assignment.  2) Read **Chapters 3-4** of the TA Manual & the **CIDR Bulletin** *Problem-Solving in Groups* (attached)  3) Pick up your course's text (from Math Advising: Padelford C-036).   Check if there is any **paperwork you still need to do** before the start of the term. 4) Go check the **classroom** you've been assigned (Use the **checklist** included in this binder) | |
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**Thursday, September 20**

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| 9:00-9:30 | Continental Breakfast --- MSC **[All --** optional**].** |
| 9:30-11:30 | **Introduction to TA-ing Math classes at UW--- MSC [New TAs].** This session includes an overview of the freshman level courses typically taught by TAs at UW, what are TA duties, and a presentation on basic teaching skills. |
| 11:30-12:00  1:00-2:00 | Legally mandated **presentation about the TA union** --- **MSC** **[New TAs]**.  **Issues in Teaching and Learning --- MSC [New TAs].** Dealing with difficult situations. Creating a productive and inclusive classroom environment. |
| 2:15-3:30 | **Group Facilitation Skills --- MSC [New TAs, optional for UTAs].** An introduction to group work, its do’s and don’ts, discussion about its merits, and instruction in facilitating groups. |
| 3:30-4:00 | Tea --- Mathematics Lounge **[All --** optional**].** Starting this week, and on class days throughout the year, tea and treats are served weekdays at 3:30 in the Department Lounge. The teas give faculty and graduate students an opportunity to meet in an informal atmosphere. |
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| **Homework:** | **[New TAs]** Prepare for tomorrow’s sessions by:   * Reading **Chapters 5-6** of the TA Manual. Also, read Chapter 12. * **Solving the calculus problems included after this handout**… * **…then grading the attached student papers.** Bring these with you next time.   **Also:**  **Prepare for Microteaching (see handout in this binder).**  Email Lead TA Gerardo Zelaya Eufemia (geze@uw.edu) and your mentor to say hi. |

**Friday, September 21**(parallel sessions)

**Math 124 Mentor Groups**:

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|  | 9:00-12:00 | | **Microteaching --- Various Rooms (see included microteaching handout)**  A chance to practice teaching and to see your teaching on videotape. Many new TAs say this is one of the most useful parts of TA Training. For more information see the handout on Microteaching. |
|  | 1:00-3:00 | | **Grading Workshop – in CMU B-006** (room right next door to the MSC) A short course in grading math tests, including both general principles and hands-on practice.  ***Be sure to bring your solutions of the two sample problems and your graded papers.*** We also will discuss dealing with some problem situations that can arise in connection with tests and teaching. |
|  | 3:30-4:00 | | Tea --- Mathematics Lounge **[All --** optional**].** |
|  | **Math 125 Mentor Groups:** | | |
| 10:00-12:00 | | **Grading Workshop --- in MSC**  A short course in grading math tests, including both general principles and hands-on practice.  ***Be sure to bring your solutions of the two sample problems and your graded papers.*** We also will discuss dealing with some problem situations that can arise in connection with tests and teaching. | |
| 1:00-4:00 | | **Microteaching --- Various Rooms (see handout)**  A chance to practice teaching and to see your teaching on videotape. Many new TAs say this is one of the most useful parts of TA Training. For more information see the handout on Microteaching. | |
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|  | **Homework:** | | **[New TAs]** Read **Chapters 7-11** of the TA Manual.  **[All]** **Prepare for the second microteaching** session. |

**Math Grad Students:** **Please see the Graduate Student Representative (Matt Junge, jungem@uw.edu) at tea time to arrange to have your picture taken for the picture board**.

**Monday, September 24**(parallel sessions)

**Math 124 Mentor Groups**:

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|  | 9:00-12:00 | | **Microteaching --- Various Rooms (see handout).**  A second chance to practice teaching and to see your teaching on videotape. |
|  | 1:00-3:00 | | **Math 124 Course Workshop -- MSC [New TAs who are TA-ing Math 124 this Fall].**  Course overview & issues particular to Math 124. First worksheet. Meet your instructor (if available). |
|  | 3:30-4:00 | | Tea --- Mathematics Lounge [All -- optional]. |
|  | **Math 125 Mentor Groups:** | | |
|  | 10:00-12:00 | | **Math 125 Course Workshop --- MSC**  Course overview & issues particular to Math 125. First worksheet meeting. Also, meet your instructor (if he/she is available). |
|  | 1:00-4:00 | | **Microteaching --- Various Rooms (see handout)**  A second chance to practice teaching and to see your teaching on videotape. |
| **Homework:** | | **[All] Read Chapter 17 (Advising, classes, etc).** Skim through Chapters 16 and 18 for reference. **[New TAs]**  Before the first day of class:   * Read Chapters 13-15 of the TA Manual before your first day in the classroom. * In the TA Manual, review Chapter 7 (Top Tips) and Chapter 9 (First Day). * Meet with the Instructor of the course that you are TA-ing, if you haven’t already. Use the attached form to help remind you to ask all the relevant questions. * Do any of the tasks listed in Chapter 8 (“Before the Quarter Begins”) that you haven't completed already. * Look at the website(s) for your course. Note the schedule for the full quarter. Read all information related to at least the first week (preferably two weeks) of the quarter. * Meet with your mentor to review your preparations for your first quiz section | |

**Homework Summary:**

* **To do before Thursday:**
  + In the TA Manual, read Chapter 1 (Duties of TAs), the first page of Chapter 2 (Calculus and Pre-Calculus at UW), plus the section of Chapter 2 corresponding to your teaching assignment, and Chapters 3-4.
  + Get a computer account (PDL C-138), and register for at least one class (doesn’t matter what).
  + Pick up your course's text (from Math Advising: Padelford C-36). Also, check if there is any paperwork you still need to do before the start of the term.
  + Check out the classroom you've been assigned (using the attached checklist)
* **Before Friday:**
  + In the TA Manual, read Chapters 5, 6, and 12.
  + **Do the calculus problems following this handout, and grade the attached student papers.**
  + E-mail Lead TA Matt (jungem@uw.edu) so that he can compile email lists. E-mail your mentor too, so that he/she can do the same.
  + **Prepare for Microteaching (see handout in this binder).**
* **Before Monday:**
  + In the TA Manual, read Chapters 7 through 11.
  + **Prepare for Microteaching (see handout in this binder).**
* **Before the first day you teach:**
  + **Read Chapter 17 (Advising, classes, etc).** Skim through Chapters 16 and 18 for reference.
  + Read Chapters 13-15.
  + In the TA Manual, review Chapter 7 (Top Tips) and Chapter 9 (First Day).
  + Meet with the Instructor of the course that you are TA-ing, if you haven’t already. Use the attached form to help remind you to ask all the relevant questions. (If your instructor is unable to come to Monday’s TA Training session, you will have to make arrangements to do this on your own.)
  + Do any of the tasks listed in Chapter 8 (“Before the Quarter Begins”) that you haven't completed already.
  + Look at the website(s) for your course. Note the schedule for the full quarter. Read all information related to at least the first week (preferably two weeks) of the quarter.
  + Meet with your mentor to review your preparations for your first quiz section.