

CETL 2000 UNDERGRADUATE TA PREP SYLLABUS SPRING 2014

INSTRUCTOR

Bill Leahy (Lecturer) {bleahy@gatech.edu}

Office Hours

1-2 MWF

2-3 TTh

TIME

Thursday 11:05a – 11:55a CCB 16

The class starts official meetings Thursday, January 16, 2014 in CCB16. The first week there is an All TA Meeting Monday at 6 PM in KACB 1443 which will count for the first week's class.

DESCRIPTION

PARAPHRASING THE CETL WEBSITE

This course is an introduction to the procedural information and practical skills that are needed to be an effective undergraduate teaching assistant. The purpose of this course is to enhance your teaching effectiveness as a TAs (for the benefit of our current undergraduates' education) as well as encourage your development as the academic professionals of tomorrow.

RESOURCES

- Teaching at Georgia Tech: A Handbook for Faculty, Instructors, and Teaching Assistants
- TA Web Modules: <http://cetl.gatech.edu/students/tas/taweb>

GRADING SCALE

- Attendance
- In-Class Mock Lectures
- Exam

EXPECTATIONS

The primary purpose of this course is to help you develop into responsible and effective undergraduate teaching assistant. This course will make intensive use of classroom discussions. You will be given many opportunities to discuss thoughts, ask questions, and practice various teaching methods. You will be expected to complete all content on this site. On any given topic, you may be asked to summarize and apply what you have learned to your supervisor. Communication with your professor is the key.

Remember: a successful TA communicates with is professor (and head TA) to understand their duties and what is expected of them. In addition, you will be expected to participate actively in discussions. On any given issues, you may be asked to summarize and criticize teaching styles of students in the class.

CLASS POLICIES

When in Doubt Please Come Talk to Me: Never be afraid to come and talk to me. Always remember, I am here to help you learn and succeed in this course. If you have extenuating circumstances that may impact your performance in the class, please come see me. In these situations, the sooner is always better than later. Attendance is Mandatory: Due to the discussion oriented nature of this course, attendance is mandatory. Academic Honesty: All students are expected to maintain traditional standards of academic integrity by giving proper credit for all work referenced, quoted, etc. This includes but is not limited to the policies specified in the Georgia Tech General Catalog. Unless otherwise stated, all work is individual work by each student. Students are encouraged to discuss and debate the issues with the instructor, the teaching assistants, and each other but the work submitted must be that student's thought and writing. All suspected cases of academic dishonesty will be aggressively pursued.