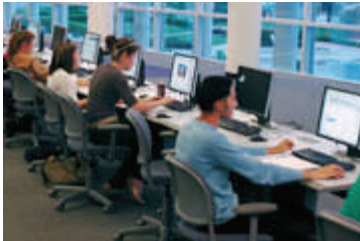


## Don't Miss the Opportunity...

Please RSVP your plans to attend the Teaching Assistant Orientation.



The Graduate College congratulates you on your appointment as a TA for the coming year. In this orientation, we will cover topics to assist you in becoming a successful teaching assistant.



## RESERVATIONS

can be made at the following website:

<http://apps.missouristate.edu/graduate/orientations/rsvp.asp>

OR

by calling  
the Graduate College at  
(417) 836-5335 or 1-866-767-4723

## TEACHING ASSISTANT ORIENTATION AUGUST 18, 2009

Missouri State University | Graduate College



MISSOURI STATE UNIVERSITY  
GRADUATE COLLEGE  
Phone (417) 836-5335 or  
866-767-4723 (toll-free)  
[graduatecollege@missouristate.edu](mailto:graduatecollege@missouristate.edu)

# Teaching Assistant Orientation - August 18, 2009



**Location:** Plaster Student Union Theatre

## Schedule of Events:

A **teaching assistant** is a "graduate assistant" (GA) who spends some of his/her assistantship hours engaged in classroom teaching or some form of indirect teaching.

**All new teaching assistants are required to attend this orientation.**

Attendance for returning graduate teaching assistants who have already attended a prior TA Orientation is recommended but optional.



Please feel free to contact Associate Dean the Graduate College, Dr. Tom Tomasi, if you need any assistance.  
Carrington 306  
(417)836-5169  
TomTomasi@missouristate.edu

"A good teacher is like a candle - it consumes itself to light the way for others."  
~Author Unknown~

### NOTE:

Free parking is available in any yellow lot on August 18.

Time	Session	Description
8:00– 8:30 a.m.	<b>Refreshments &amp; Registration</b>	Students need to register outside of the PSU Theatre; refreshments will be provided.
8:30– 8:40 a.m.	<b>Opening Remarks</b>	Graduate College Dean will introduce the day.
8:40– 9:00 a.m.	<b>Library/Syllabus</b>	This session will include an introduction to the library's Information Literary tutorial, and a discussion on what a syllabus should contain and how it should be used.
9:00-10:00 a.m.	<b>Teaching Introductory Courses</b>	This session brings together a panel of individuals who have extensive experience working with Freshmen and teaching general education courses. The panel will discuss the challenges of teaching introductory courses.
10:10-11:00 a.m.	<b>Laboratory/Discussion Classes</b>	This session will identify student involvement as a critical factor in discussion and laboratory sessions. This workshop focuses on a variety of strategies that can assist you in effectively managing student interaction and work in laboratory and discussion courses.
11:10–12:00 a.m.	<b>Managing Classroom Conflicts</b>	This session focuses on beginning teachers who are often unsure in how to set limits on student behavior without getting into unproductive classroom conflicts. This session describes common classroom conflicts, and explores constructive ways to deal with conflicts when they do occur.
12:00-1:30 p.m.	<b>Lunch/Blackboard/Academic Integrity</b>	The Graduate College will be providing a FREE lunch. During lunch, a representative will be available to assist you with setting up a Blackboard account for your class(es). There will also be a presentation identifying types of academic dishonesty, the reasons students engage in plagiarism and cheating, and describes teaching strategies that you can employ to discourage academic dishonesty.
1:30-2:20 p.m.	<b>Grading &amp; Evaluation</b>	This session focuses on grading and evaluation as the necessary ingredients of teaching and learning. Evaluation tools give teachers a way of measuring student learning. Grading gives students feedback on their academic performance. This session overviews different approaches to grading and evaluation and provides concrete strategies
2:30– 3:30 p.m.	<b>Legal &amp; Ethical Issues</b>	This session focuses on ethical, legal, and procedural issues. Topics covered include FERPA, sexual harassment, disabilities, and diversity in the classroom.