



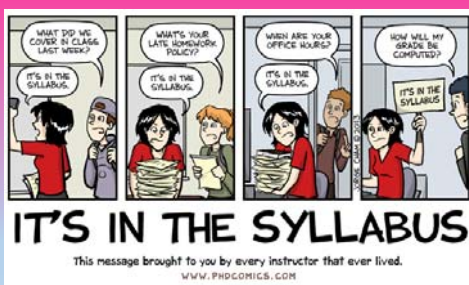
CTLE Teaching Assistant Training Workshop Series: Your First Day as a TA

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A: I want it.

B: Sure, go ahead.



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Before Class...

- Class registration list (any difficult names?)
- Communicate with course instructor (your responsibilities; course scope set by the instructor: theories, keywords, methodology, form of assessment)
- Know your classroom (where, furniture, writing tools, equipment)

(cont'd) Before Class...

- Course materials (Moodle; but always bring a few extra hard copies on your first day, just in case)
- Stationery purse/bag/box
- Make an outline of everything you want to do in the first class

(cont'd) Before Class...

- Arrive at your classroom early (locked door, dirty board)
- Breathe!

During Class...

- Introduce yourself 😊 (write your name on the board, how to address you, where you're from, what you're studying, why you're excited about this course)
- Ask everyone get to know each other (pair-and-share? icebreaker?)

During Class...

- Make things clear (syllabus, assessment components, what's within your 'control', attendance, 'house rules')
- Eye contact
- Invite questions

(cont'd) During Class...

- Breathe!
- Summarise what's been covered and reiterate assignment for next class (make use of the board)
- Start learning your students' names

After Class...

- Try not to leave immediately after dismissal; alternatively, arrange a meeting in your office.
- Breathe! You've survived your first day 😊

First-Day Checklist

- ✓ Do I know where the classroom is?
- ✓ Do I have all the materials ready? (class list, syllabus, stationery, any other necessary information)
- ✓ Have I prepared suitable class activities?
- ✓ Do I have a way of gathering student feedback?
- ✓ Do I know what to wear?
- ✓ Am I ready? (physically and mentally)

A few tips...

- Check in with the course instructor regularly
- Attend as many of the lectures as you can
- Know your stuff
- Chat with other TAs
- Interact with your class
- Keep an open mind
- Enjoy being a TA!

Thank you 😊
Any questions?

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