

SOE Teaching Assistant Orientation

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and
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**In Consortium With:
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Goals of the Presentation

- **Welcome**
- **Introductions (name, program, and favorite vacation spot)**
- **Human Resources Information**
- **Instructor's Handbook Review**
- **Break**
- **Description of Duties**
- **Textbook Information**
- **Panel Q&A**



Welcome



Human Resources Information

- **On-boarding**
- **Mandatory Trainings**
- **Union Representation**
- **Benefits**
- **Payroll**

Instructor Resource & Handbook

Instructor's Resource Page: <https://education.ucr.edu/instructors/>

Resource to help you prepare for your teaching assignment, navigate UCR and your classroom. The handbook is now a website linked to the Instructor's Resource Page.

Instructor's Resource Page

[INSTRUCTOR'S HANDBOOK](#)

Office Space and Keys

Office Space

- Sam will assign office space; typically, Sproul 2205
- Sproul 2205 is a shared space. Should only be used for:
- Host Office hours to meet with students
- Administrative and prep work

Keys

- If meeting in-person or if online, you can request keys. When issued keys, each TA can receive two keys – one for the TA space and one for the copy room
- Both must be returned at the end of the quarter or teaching assignment
- Sam will be in touch about distributing keys in the next one to two weeks

Office Hours and Computer Access

Office Hours

- Available for one hour outside of class.
- What are my virtual options?
- Communicate hours via syllabus and learning management system
- Additional meeting times by appointment; optional

Computer Access

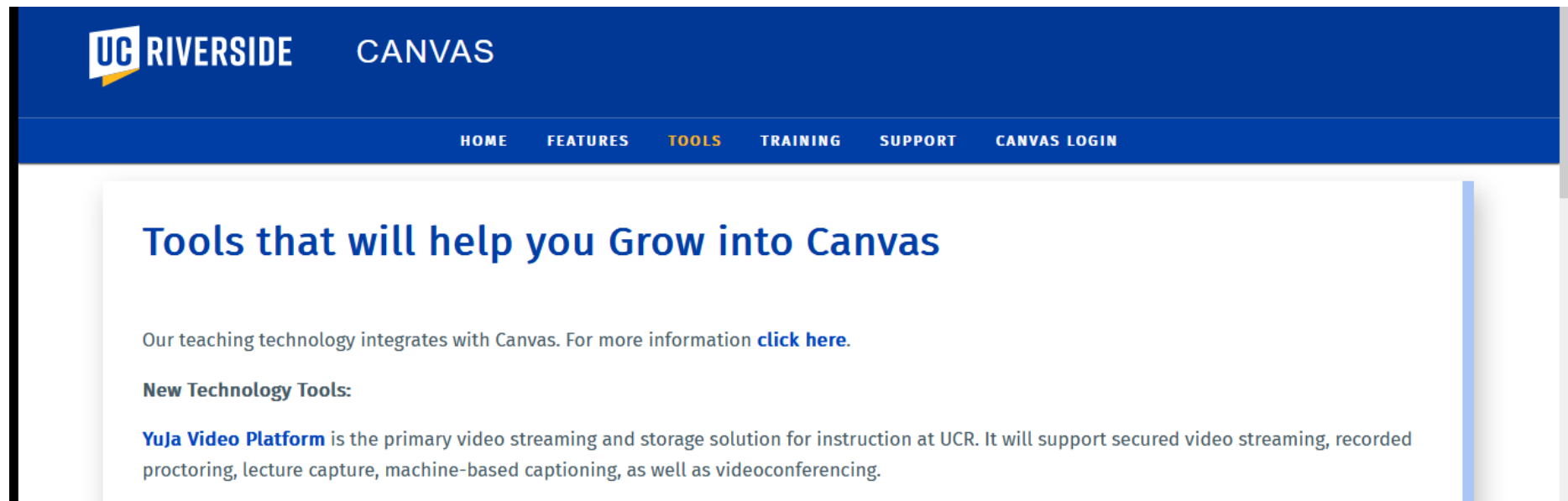
- Located in SOE Lounge (Sproul 1339)
- Connected to both Scantron and copier machine for printing
- For individuals with instructional appointments only
- May be used to access information about and for your TA courses
- Sproul 2201 and 2205 each have a computer as well (but no printer)

Canvas aka eLearn

Learning Management System (LMS)

eLearn

- Same platform used for graduate studies (elearn.ucr.edu)
- Use to post syllabus, assignments, class announcements
- Gain access to course in system after hire paperwork is complete
- Tutorials and how-to at <https://canvas.ucr.edu/>
- The campus only uses Canvas effective July 1, 2022. ilearn/Blackboard was archived June 30, 2022.



The screenshot shows the UC Riverside Canvas website. The top navigation bar is dark blue with the UC Riverside logo and the word "CANVAS" in white. Below the navigation bar, there are links for HOME, FEATURES, TOOLS (highlighted in orange), TRAINING, SUPPORT, and CANVAS LOGIN. The main content area has a white background with a blue header "Tools that will help you Grow into Canvas". Below this header, there is a paragraph: "Our teaching technology integrates with Canvas. For more information [click here](#)." followed by a section titled "New Technology Tools:" and a paragraph about the "YuJa Video Platform".



Classroom Technology

General Assignment Classroom

- Cabinet with projector equipment, dual-mode, computer, DVD players, screens, etc.
- RISE – Rooms for Increasing Student Engagement
- Need special equipment: notify Sam via email to make special request
- Issues with equipment: call Multimedia Services 951-827-3045
- <http://classrooms.ucr.edu> and <http://ontherise.ucr.edu>

Classroom Technology

SOE Classrooms and Meeting Rooms

- **Sproul 1215, 1224, 1339, 1343, 1357, 1359, and 2213.**
- **Tech support only available during regular business hours: soeit@ucr.edu**
- **Let Sam know if you need additional prep time to setup your materials other items beyond standard 10 minutes**
- **Please reset classroom to standard setup (table/chairs/computer)**
- **Smartboard: use specific writing materials**
- **Encourage students to remove trash from rooms and deposit in hallway which is emptied daily**





Mailboxes and Private Meeting Space

Mailboxes

- Same as mailbox in the Graduate Student Lounge (Sproul 1222)
- Students can turn papers into the front desk in Sproul 1207 and then they will be placed into your mailbox in the Graduate Student Lounge

Private Meeting Space

- Sproul 1359 is available
- Accommodates up to 8 individuals; table and chairs only
- To reserve – complete the form at <https://forms.gle/MFYNh3De4n4WEGCU8>; Linked on Instructor's Handbook page



Break



Campus Resources

Student with Disabilities

Students Can Register for Resources at <http://sdrc.ucr.edu>

Counseling Services for Students

Free sessions for all enrolled students; can refer out

Campus Safety Escort Services

The Campus Safety Escort Service (CSES) at the University of California, Riverside ensures the safety of students, faculty and staff by walking them to their destination.

Student Concerns and Other Issues

If you are having an issue or concerns regarding a student, and it does not involve Academic Misconduct, SOE staff and Administrative Leadership are here to provide support.

UCR Health, Well-Being, and Safety

Health, Well-being & Safety (HWS) is made up of nine departments that are dedicated to listening, supporting, and providing UC Riverside students with helpful resources and services for your overall safety and well-being. This is a resource for you and for you to share with students in the courses you teach as see fit. The website is <https://studentwellness.ucr.edu/>. .

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Tips for conducting discussion/lab sections

- ❑ Connect with instructor regarding expectations
- ❑ Some instructors prepare all discussion section materials and others leave it open to the TA; check with instructor
- ❑ Discuss transparency of grading and how to grade each assignment (if different)
- ❑ Consider different types of participation activities, if part of the final grade
- ❑ Encourage students to use the Writing Center
- ❑ Remember: you are a liaison between the student and the instructor
- ❑ Please also see TADP> Resources for TAs> Discussion Sections <https://tadp.ucr.edu/discussion-sections>



Teaching @ UCR Resources

XCITE Team

The campus has developed a robust inventory of resources and tools to aid you in teaching.

Websites

The resource websites of Teaching@UCR at <https://teaching.ucr.edu> and TADP Resources at <https://tadp.ucr.edu/resources>

Opportunities to Develop

The sites has upcoming webinars to help you prepare for teaching, as well as past recorded webinars for review, links to the tools, and you can set up a one-on-one meeting with someone from their team for additional help.



Resources for TAs

[Discussion Sections](#)

[Lab Sections](#)

[Evaluations](#)

[Inclusive Classrooms](#)

[Teaching with Technology](#)

[Building Rapport](#)

[Campus Resources](#)

[Online Teaching](#)



What to Expect - Instructors



WHAT TO EXPECT - INSTRUCTORS

Guidance for In-person Instruction at UC Riverside

Background

These FAQs were developed by the Instructional Continuity Workgroup (ICW) to help instructors prepare for and deliver their in-person courses during the COVID-19 pandemic.

Campus Return Site - <https://campusreturn.ucr.edu/what-expect-instructors>



Description of Duties

Sample Found on the Instructor's Handbook Site

How do I get the form?

SOE staff member will email it to you and your lead instructor prior to instruction beginning to complete together with a deadline.

Expectation of Hours

- 25% appointment: 110 hours per quarter maximum; 1 section
- 37.5% appointment: 165 hours per quarter maximum; 2 sections of the same course
- 50% appointment: 220 hours per quarter maximum; 3 sections of the same course

Sample

DESCRIPTION OF DUTIES – ASE TITLES

ASE: _____ Course Title and Number: _____ Location: _____
Supervisor: _____ Course Instructor (if different): _____ Day/Time(s): _____
Role: TA (Supervised Instructor) Teaching Fellow (Instructor with General Supervision) Associate In_ (Independent Instructor)
 Reader/Grader (Grading only - No Student Interaction) Tutor (Student support only)

The job duties designated below are required of the Academic Student Employee. Please fill in the appropriate item and describe as applicable.
[CHECK ALL BOXES AS APPLICABLE AND DELETE ALL UNUSED RED OR BRACKETED TEXT]

- Attendance (General):** If you are going to be absent for any assigned session below, you must provide advance notice and the reason why.
- Attendance of Lectures:** You are to attend each lecture at the days and times listed above. **[Attendance:** You are to attend at least ____ lectures for this course this term. Lectures occur at the days and times listed above.]
- Presentation of Lectures:** You are to present ____ lectures under the supervision of the course instructor. You will be informed which lectures in the term you are to present and the parameters for each.
- Instruction of [Lab/Discussion/Other Sections]:** You are responsible for the instruction of the following sections per week:
 - Discussion: ____ Labs: ____ Other(s): _____
- Preparation:** You are responsible for the preparation of each [lecture / discussion / lab / section / etc.] prior to each session you are responsible for.
- Proctoring:** You are required to proctor ____ examinations. You will be informed which examinations you will be responsible for.
- Record Keeping:** You must maintain and submit all student records (e.g. records of student attendance, grades, participation), as required.
- Grading:** You will be required to, at minimum, read and evaluate ____ papers per student / grade ____ assignments / grade ____ exams]. Assignment grades are due to the instructor within ____ [days/weeks] after you receive them. If you are unable to meet your deadlines, you must notify your supervisor immediately.
- Office Hours:** You are to hold at least ____ hours per week for open office hours, to meet with students, answer questions, or otherwise be a resource to your students.
- Tutoring:** You will be required to perform individual and/or group tutoring as part of your role.
- Responsiveness and Communication:** You are required to be responsive to student or instructor inquiries in a reasonable timeframe. You must maintain professionalism in all forms of communication, consistent with University standards of conduct.
- Visits:** You will receive ____ classroom section visit(s) by your instructor or supervisor over the course of the term.
- Meetings with Supervisory Instructor:** The supervising instructor will meet with you for _____ each [week/month] to discuss workload, address issues, review student progress, and enhance the working relationship. This meeting requirement may be waived only by mutual agreement each month.
- Workload:** When you may exceed the daily, weekly or term maximum number of hours in your appointment, you are required to communicate this to your supervising instructor before the additional hours are worked. (BX Contract, Article 31 – Workload, Section D)
- Health and Safety:** You must adhere to the Environmental Health and Safety regulations of the campus, as they apply to your work. (EH&S: <https://ehs.ucr.edu/>)
- Other Duties Assigned:** Within the scope of your title, you are assigned the following additional duties:

[List additional duties here]

Please use the following checklist to make certain you provide needed items and information to your ASE(s).

- A copy of the course syllabus has been provided.
- A copy of the textbook and all other material needed to perform assigned duties has been provided.
- Instructor has verified that the ASE has an appropriate workspace and support (equipment and materials) for performing assigned duties.

A Teaching Assistant/Fellow with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter or a workload of over 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter.

In addition, a Teaching Assistant/Fellow with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day.

I have discussed/been provided with the above items:

I have discussed/provided the above items:

ASE's Signature and Date

Instructor/Supervisor's Signature and Date

Instructor: Please return one copy to the departmental contact person and give one copy to the ASE after both you and the ASE have signed each copy.
ASE: A copy of this signed form will be placed in your employment file.

Multiple TAs for One Course

- Question:
 - How do I find out which discussion sections I am assigned to lead if the course has multiple teaching assistants assigned to the same course?
- Answer:
 - During the academic year, we will assign discussion sections based on your anticipated class schedule and communicate the information to you and the lead instructor. You do have the option to work with the lead instructor and other teaching assistant(s) to “trade” discussion sections. You will all need to be in agreement regarding any changes.
 - During the summer term, this is completed as part of a nomination, notification, and acceptance process. We nominate you for a specific section(s) to the summer session office based on your application and acceptance process.

Textbook Information

- Sam works with the lead instructor of the course to identify which textbooks need to be secured for the teaching assistant. You may be asked to request your own desk copy from the publisher.
- You will receive information from Sam or the instructor about the book(s) for the course. You should receive your books for the TA assignment about week before the quarter begins.
- **You will not have to purchase the book(s) for your TA assignment. We may ask you for your snail mail address to ship the book directly to you.**
- You will need to return the (hardcopy) book(s) to Sam after the quarter ends.
- Resource: UCR Library Reserve and E-Reserve for yourself and students. Links on the Instructor's Handbook site.



Keys for Office Space

How do I get my keys for on-campus office space?
Sam will be holding key pick-up times on Sept. 28th and first week of October. Sam will send out a message during week zero for this term and select a day/time for pick-up.



Panel Q&A

Contact Information

**SOE Enrollment Manager and
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Tara Yosso; taray@ucr.edu
Effective 1/1/2024