



# **Orientation for TAs of Polit Classes**

**110-2 Freshman English  
Language Center**

# Welcome Aboard

- Teachers & Students
- TAs
- Newbies



RIGHT WAY

# Agenda

- Basics
- Beyond Basics
- Job Descriptions & Duties
- Secrets to Success
- Benefits
- Reading and Writing classes
- Listening and speaking classes
- TA's Sharing
- Q & A



RIGHT WAY

# Basics

- 4 months / 4-5 hours per week
- On-line / Off-line
- Inside / Outside of the classroom
- Probationary period: First month
- Immediate termination
- Certificate



# More Than Basics

- Communication etiquette
- Be responsive
- Be responsible
- Be a participant and a learner
- Be a helping hand, not a handful





RIGHT WAY

# Job Descriptions & Duties

# Job Descriptions & Duties

- Attending TA orientation
- Grading assignments (oral and written)
- Guiding self-study groups
- Creating course materials
- Making videos, blogs, handouts, etc.
- Meeting with the instructor
- Manage the class group on FB/ ee-class/ Zuvio



RIGHT WAY

# Job Descriptions & Duties

- Attending TA end-of-semester meeting
- Performing a variety of other duties such as making copies, and sending notification
- Providing feedback to the teacher
- Doing other tasks assigned by the instructor



RIGHT WAY

# Secrets to success

- Build a close rapport with students
- Play an active role
- Connect with your instructor
- Stay positive: Sometimes you learn more from people you don't like



RIGHT WAY

- What motivates you to be a TA?



RIGHT WAY

# Benefits

- Get paid
- Enhance your leadership skills and communication skills
- Polish your English
- Build a great relationship with both the instructor and the students
- Allow you to help students in need
- Become a mini celebrity
- Look good on your CV



RIGHT WAY



RIGHT WAY

# Pilot Class Reading/Writing Track

# Pilot Class for Engineering Majors

- TA class: 5 pm, Thursday (one additional hour off regular class time); 12-14 times/semester
- Course Material: Science-technology related materials
  - Input: readings-oriented; optional listening materials



RIGHT WAY

# Pilot Class for Engineering Majors

- Output: writing-oriented
  - Vocabulary lists/worksheets/graphic organizers/summaries/reflections
- Final Reflection Presentation



# Pilot Class for Science Majors

- TA time: In-class study groups; 6 times/semester
- Course Material: Science-technology related materials
  - Input: Readings-oriented; optional listening materials



RIGHT WAY

# Pilot Class for Science Majors

- Output: Writing-oriented

- Vocabulary

lists/worksheets/graphic

organizers/summaries/reflections

➤ Final Project: Group Blogposts;  
Reflection Presentation



RIGHT WAY



RIGHT WAY

# Pilot Class

## Listening/Speaking Track

# Listening and Speaking Classes

- Jonathan's class (College of Science)
  - Teaching session
  - Individual presentations

**Group Rubric**

**Group Score- TA**

**Group**

Name	Organized PPT	Engage students	Spoke Clearly	Assignments	Total 40	Participation	Scribe
陳威志							
吳可棠							

RIGHT WAY



# Listening and Speaking Classes

- Pam's class (College of Science)
  - Video journals
  - Video reports  
(Ted-Ed, crash course, in a nutshell, etc.)



RIGHT WAY

# Listening and Speaking Classes

- Wenlin's class (College of Engineering)
  - \*\*Conduct one-hour lab session
    - Video reflection
    - Video mimicking
    - Final presentation



RIGHT WAY

# Listening and Speaking Classes

## Duties

- Provide assistance to students
- Grade students' presentations and provide feedback on ee-class
- Give demo presentations
- Suggest new activities to the instructor



RIGHT WAY

TA,  
the most rewarding job  
on campus!!



RIGHT WAY

RIGHT WAY

This template is sponsored by



Professionally designed PowerPoint templates



50% OFF on all products.

Save an additional 10% OFF with promo code: [TWISE10](#)