

July 18, 2014

To New Teaching Assistants and Instructional Aides:

You are registered to attend Washington University's *Teaching Symposium for First-Time Teaching Assistants (TAs) and Instructional Aides (IAs), or TA Orientation*, on **Wednesday, August 20, 2014, in the Laboratory Sciences Building, on the Danforth campus**. As a new TA or IA in 2014-2015, you are required to attend this event, which is co-sponsored by The Teaching Center and The Graduate School of Arts & Sciences. **Please arrive between 8:30 and 8:45 am to check in at the registration tables in the lobby outside Laboratory Sciences, Room 300.** Coffee, tea, and light refreshments will be provided.

TA Orientation is an interactive event that is designed to help you prepare for your first semester of teaching at the University. During orientation, you will learn about essential policies related to your role as a TA or IA, participate in a TA-Training workshop, get advice from experienced TAs, and receive important resources—including the Graduate Schools' *TA Handbook* and The Teaching Center's *Teaching Strategies* handouts.

By **July 31**, please [click here](#) to

- Confirm your registration
- Indicate any dietary needs (for the provided box lunch), and
- Select the TA-Training Workshop you plan to attend during this event.

For updates on this event, please consult The Teaching Center's [Web site](#), where you will also find information on our programs, including The Teaching Citation and the WU-CIRTL program for future faculty in STEM. Questions about TA Orientation may be directed to [tcevents@wustl.edu](mailto:tcevents@wustl.edu).

Sincerely,



Beth A. Fisher, PhD  
Director of Academic Services  
Lecturer in Women, Gender, and Sexuality Studies  
The Teaching Center

## TA Orientation 2014: Preliminary Agenda

(subject to minor revision)

**8:45 am Packet Pickup and Check-In (coffee, tea, and refreshments)**  
*Lobby outside Lab Sciences 300*

### 9:00-10:45 am Introductory Program

- Remarks by Professor William Tate, Dean of the Graduate School of Arts & Sciences
- Interactive discussion of policies and practices central to maintaining a safe, fair, and inclusive environment for teaching and learning (including information related to topics such as discrimination and bias, emergency preparedness, and academic integrity).
- Information on essential resources and Teaching Center programs.

### 10:45 am-12:15 pm TA-Training Workshops

Via the online survey, please select ONE of the following.

- *Who's In Charge Here: Using your Authority to Manage a Classroom*
- *Grading and Responding to Students' Concerns about Grades*
- *Teaching a Discussion Class*
- *Teaching a Laboratory Class*

**12:15-1:30 pm Lunch and Small-Group Discussions, Led by an experienced TA**