

Orientation Program for UF Teaching Assistants – August 16, 2016  
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**A Positive Start to Your Teaching:  
The First Week of Class and Your Syllabus**

This handout and the presentation slides will be posted on  
<http://successfulteaching.wordpress.com>

**Your checklist to prepare for your role as teaching assistant**

Meet with your teaching supervisor

Determine your teaching responsibilities and your assessment

Learn about your course/courses

Learn about your students

Locate and try out your classroom

Plan your schedule – weekly and for semester

**Developing your course and class sessions**

**COPE Strategy**

Context

Optimism

Preparation

Engagement

**Creating a course syllabus**

Consider the big picture – University requirements, college/department curriculum

Student Learning Outcomes (SLOs) for curriculum and your course

UF syllabus best practices --

<http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabus-policy-current.pdf>

UF sample syllabus --

[http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabuspolicy/sample\\_syllabus.pdf](http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabuspolicy/sample_syllabus.pdf)

### **Resources for effective teaching**

UF Teaching Center –

<https://teachingcenter.ufl.edu/ta-development/>

TA Orientation Optional Sessions

Technology for Teaching in UF's Electronic Classrooms – Aug. 18, 10 a.m. to noon

International TAs in UF Classrooms – Aug. 18, 2 to 4 p.m.

eLearning @UF – Aug. 18, 9:35 a.m. to 12:50 p.m.

How to be a Great Online/Hybrid TA – available online

UF Teaching Resources --

<https://successfulteaching.wordpress.com/uf-teaching-resources/>

Bain, Ken - *What the Best College Teachers Do* (2004) and *What the Best College Students Do* (2012)

Twitter - @KenBain1

Bowen, José Antonio (2012). *Teaching Naked*. [How to use technology in class and outside of class and how to “teach naked” by not using technology in class but have student interaction.]

Twitter - @josebowen

Khan, Salman (2012). *The One World Schoolhouse: Education Reimagined*.

[Recommendations for online learning and overview to learning theories.]

Twitter - @khanacademy

Svinicki, Marilla D. & McKeachie, Wilbert J. (2014). *McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers* (14<sup>th</sup> ed.). [Earlier editions are relevant.]

Tough, Paul (2014, May 15). “Who Gets to Graduate?” *New York Times Magazine*.

<http://www.nytimes.com/2014/05/18/magazine/who-gets-to-graduate.html>

[Discussion of a program at the University of Texas to help high-achieving students from low-income families be more successful in college. Tips can be useful with many students, especially First Generation college students.]

Twitter - @paultough