

Faculty of Applied Science – CPSD New GTA Screening Process and Training Workshops

Goals

- To provide engineering departments with an evaluation and training program for new and prospective Graduate Teaching Assistants (GTAs).
- To enhance the quality of the learning and teaching experience for faculty, undergraduate and graduate students.

Details

- Screening is part of the GTA appointment process and therefore mandatory for all new graduate students who wish to be considered for GTA appointments.
- New graduate students will not be appointed to a GTA position in Term 1 of their first year in engineering unless they have been assessed as qualified, either during the screening process or in the assigned workshop.
- If a student's evaluation in the assigned workshop is unsatisfactory, further training and evaluation through the Center for Professional Skills Development (CPSD) will be required before the student can be given a GTA position.

Additional On-campus Resources

All international students will be encouraged to participate in the International Teaching Assistantship program and domestic students will be directed to the Teaching and Academic Growth programs. See details below.

Process (07W)

1. – Screening of Applicants (June – July)

New graduate students who have applied (or are interested in applying in the future) to become a GTA will be required to submit by **July 1st** (1) a résumé and (2) an essay (maximum 500 words) highlighting their teaching philosophy and their skills and experience that are relevant to duties of a GTA. Students will either:

- be assessed as qualified to become a GTA based on their past experience; or
- be assigned to a training workshop to be held on September 8; or
- be given an appointment for further assessment (see #2 below).

2. – Testing and Interviewing (August 25 – September 8)

A CPSD facilitator and a department faculty member will test and interview students in the period of August 25 – September 8. This step will involve two components – a 45-minute computer-based assignment based on a case study (a combination of multiple choice questions and short answer questions) and a 30-minute interview discussing the student's answers. Students will either:

- be assigned to training specific to the duties they will be performing (either the instructional skills or the marking skills workshop); or
- be assigned to the Graduate Communication Skills course and, where recommended, other UBC on-campus resources.

Training and Evaluation

CPSD Workshops – offered September 8*, October 13, 20, 27

** Students that are assigned to complete a CPSD workshop only and have applied to become a GTA in Term 1 will attend the September 8th session.*

(1) Instructional Skills – 6 hours

- Orientation – introduction to WebCT, senior GTA testimonials
- Leading tutorials
- Interacting with students in laboratories
- Providing help with team projects
- Providing commentary on students' assignments
- 15-minute oral presentations in small groups – based on individual case assignments

(2) Marking and Report Writing – 6 hours

- Orientation – introduction to WebCT, senior GTA testimonials
- Marking skills
- Laboratory report writing

Assessment will be based on workshop attendance, participation, feedback from peers, and a report from the facilitator. WebCT materials and support will be provided by the CIS. Students with unsatisfactory assessment results will be required to take further training and re-evaluation by the CPSD in consultation with the department. Students with a satisfactory assessment result may apply to become a GTA in Term 2, or in the future.

CPSD Course – October (dates and times to be determined)

Students who are assigned to complete the Graduate Communication Skills course may not apply to become a GTA in the 2007/2008 academic year.

Graduate Communication Skills – 20 hours

- Orientation – introduction to WebCT
- Basic writing – structure and components, grammar
- Oral presentations – content, grammar and delivery
- 15-minute oral presentations – individual and in small groups
- WebCT assignments

Assessment will be based on attendance, participation, feedback from peers, and a report from the facilitator. WebCT materials and support will be provided by the CIS. Students with unsatisfactory assessment results will be required to take further training and re-evaluation by the CPSD in consultation with the department. Students with satisfactory assessment results will be screened again in the summer of 2008.

Additional On-Campus Resources

1. Centre for Intercultural Communication (CIC) Workshop Instruction
<http://www.cic.cstudies.ubc.ca/>

Offered in September and January – one evening per week (3 hours) for 10 weeks plus one Saturday (6 hours), \$25 (refunded upon completion) [NOTE: An intensive August section will be offered, see the website for details mid-June.]

Instructional Skills for International Teaching Assistants and Graduate Students – ITA

Participants are required to attend at least 80% of the classes and teach two short lessons. Feedback is received from peers and instructors. The ITA program provides international graduate students with the knowledge and skills to understand and effectively adapt to the Canadian academic environment. Along with introducing the intercultural communication content, the program supports graduate students with the skills to provide effective and culturally appropriate instruction to undergraduates.

2. UBC Writing Centre <http://www.writingcentre.ubc.ca/>
 - a. Writing 098: Preparation for University Writing and the LPI - WRIT 098 (0 credit) 3 hrs per week for 12 weeks (36 hours)
 - b. Writing 099: Advanced Composition - WRIT 099 (0 credit) 3 hrs per week for 12 weeks (36 hours).
 - c. Writing for Graduate Students – 4 hours per week for 4 weeks (16 hours)

3. TAG <http://www.tag.ubc.ca/>

Offered in October, November, December and January - 3 days (18 hours), \$25 (refunded upon completion)

Instructional Skills Workshop – ISW

Teaching practice, theory application, requirement to prepare and teach 3 short lessons in small groups and receive peer/facilitator feedback.

4. International House <http://www.students.ubc.ca/international/involved.cfm>
Language Support

Offered in each term – 11 weeks (2 ½ hours per week) \$50
ESL classes for conversational skills taught by volunteers. Different topics and levels.