How to be a Successful TA

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First Things First
Take this Responsibility Seriously
Things You Will Learn

- Complexity of being a faculty member
- Importance of organization
- More about your discipline
- Professionalism
Things You Will Learn

- Ordering books, working with book reps
- Software
- Working with technology
- Challenges of evaluation and grading
- Proctoring exams
- Effective ways to work with students
A Good Beginning

- Get your role clearly defined
- Determine office hours, scheduled meetings
- Methods of contact
- Instructor’s philosophy/policies
- Be familiar with students’ materials
- Set up work space, meet secretaries
- Mailroom, photocopying, campus, library
Making the Most out of TA-ing

- Be a reflective observer and practitioner
- No one way to teach--avoid hasty judgments
- Realize you can have a major impact on undergraduates
Get Organized

- A Calendar
- Plan ahead
Your Instructor Should Be the First to Know about a Problem
Professional Boundaries

- Be friendly but professional
- Know UD student support services
- Confidentiality
- You are not a counselor
- Don’t get caught in the middle
- Treat all students fairly
- Avoid anything that looks like favoritism
- Keep the door open
- Understand issues of sexual harassment
When You Lecture

- Know your material inside and out
- Be organized
- Make interesting and clear
- Review your lecture with your instructor
A Peak Experience
Parting Words

- Think positively about the experience
- Cultivate a sense of humor
- Be friendly and enthusiastic
- Expect to be overwhelmed the first few weeks