International Teaching Assistant (ITA) Resources at UVic

To help you with your teaching role

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Welcome to your role as a Teaching Assistant at UVic!

In this report, you will find an abundance of resources at the University of Victoria (UVic) that will assist you in your role as a teaching assistant (TA). Most, if not all, of these workshops and programs are free to all graduate students, so please take advantage of the help and support UVic offers its international students.

The Learning and Teaching Centre recognizes the importance of providing graduate students with the necessary skills needed not only as a TA, but as professional development for future careers, whether as an academic or in other fields of work. TAs provide an important role on campus through their support of undergraduate student learning.

Therefore, the TA and Graduate Student Professional Development Program offers a range of training and professional development options for all graduate students on campus to help them prepare for their role as future faculty, or to provide valuable transferable skills. New TAs will most likely want to attend the “TA Conferences” that take place in September and January, and workshops that take place each month. Experienced TAs and senior PhD graduate students may want to take part in the “Learning and Teaching in Higher Education” (LATHE) program. This program, which leads to a graduate certificate listed on your transcript, prepares graduate students to teach effectively in higher education in order to compete in the academic job market.

For more information about the workshops and programs offered, please see the information contained in this document or visit the monthly calendar of workshops on our website (www.ltc.uvic.ca). To further assist you with your academic professional development, we have provided links to other resources available to you, such as TA Tip Sheets, TA Manuals, and a website on “Academic Integrity” on our website under the tab, TAs.

Additionally, the Centre for Academic Communication, under the direction of the Learning and Teaching Centre, has provided information about programming that can specifically assist international TAs. Other units on campus have also kindly provided program information.

Although some events are specifically aimed at the interests of TAs, they are not intended to exclude others from joining, or to suggest that other events run by the Learning and Teaching Centre (LTC) would not be suitable for TAs. Everyone is welcome!

Where to begin?

Please start with this online resource, which can be accessed from the TA page off of our website: Online Resource - Communication Strategies for International Graduate Students (CSIGS): Surviving and Thriving in Canadian Academia by Nadine Le Gros. This e-manual is primarily for international and newcomer Canadian graduate students to familiarize them with the norms of communication in Canada. International students need to be familiar with Canadian norms about communication in order to be successful when they teach, communicate...
with their supervisors, and apply for jobs, as cultural differences exist in all of these realms. Those who work with international students will benefit from reading this manual to become aware of alternate norms of communication in order to support, understand, and work productively with students from other cultural backgrounds. http://www.uwo.ca/tsc/csigs.html.

Anyone with an UVic netlink ID has access to this publication, courtesy of the Learning and Teaching Centre at UVic.

Register for the Fall TA Conference taking place on Tuesday, September 2 to Friday, September 5, 2014, 9:00 AM ~ 4:00 PM in the Harry Hickman Building. The TA conference is spread over four days to ensure that you are able to attend the workshops you want. The first day - Tuesday, September 3rd - is the most important. The workshops for that day are organized to take you through the most essential steps necessary to fulfill your role as a TA. All workshops aimed towards International TAs start with the letter “E.” Additionally, you will want to try and attend as many workshops during the week to help you prepare for your role as a TA.

The conference is designed to help you develop and improve your teaching skills. We have invited experienced UVic TAs, Teaching Assistant Consultants (TACs) and faculty to present workshops covering the wide spectrum of topics. The conference is a great opportunity to connect and share your ideas and experiences with graduate students in other faculties, and for professional and personal development. The conference is FREE for all graduate students, new and returning teaching and academic assistants, and instructors. Pre-registration required. Please register for the overall conference below and for the individual workshops through this link. TA Conference Information and workshop descriptions
Further support is available through the following programs and services (see descriptions below) offered by the Learning and Teaching Centre (LTC):

**Spoken English:**
The Centre for Academic Communication: pronunciation and presentation support

**Written English:**
The Centre for Academic Communication for workshops and one-on-one consultations

**Teaching in English:**
The LTC has many workshops and programs designed to assist you to learn and practice how to teach in higher education

Attend Teaching Assistant (TA) and graduate student workshops:
- TA Conferences
- TA Training
- TA ProD
- Critical Incident Series
- Teaching Tips

Enroll in the *Learning and Teaching in Higher Education* (LATHE) Graduate Certificate Program

Take ED-D 614, a for-credit teaching course offered through the LTC
The Centre for Academic Communication

Presentation Skills
This fall the CAC offers an ongoing basics course on presentation skills as well as practice sessions for those who have completed the basics course. This is an excellent opportunity to practice your presentations in a supportive environment. Please see the CAC website for details
http://ltc.uvic.ca/servicesprograms/twc.php or contact Gillian Saunders at eal1@uvic.ca.

Pronunciation Support
There are two ongoing sessions for students who would like to feel more confident in their English pronunciation. The CAC provides weekly pronunciation sessions on the more difficult sounds as well as the English Conversation Café. Please see the CAC website for details
http://ltc.uvic.ca/servicesprograms/twc.php or contact Gillian Saunders at eal1@uvic.ca.

The Centre for Academic Communication

The Centre for Academic Communication (the CAC), located in the Learning Commons in the McPherson Library, provides academic writing support to all registered UVic undergraduate, graduate, and Pathways students. As an ITA (and graduate student), you are more than welcome to visit the CAC for your own academic writing needs, but you can also suggest it to students you work with. The CAC tutors help students learn skills to become more efficient and effective writers.

Things that may help you or your students:
• One-on-One Tutoring: With fifteen writing tutors from a variety of disciplines across campus, the CAC supports undergraduate and graduate students as they write their theses/dissertations, course papers, and award applications. You can make appointments online or just drop by. By providing one-on-one tutorials, tutors will help you acquire the skills necessary to tackle any of the challenges that arise in the academic writing process. Tutors won’t edit or “fix” your papers for you; rather, the tutors focus on your role in the process, allowing you to develop your abilities and confidence as a writer.
• Online Tutoring: If you do not live in Victoria or are not on campus regularly, you have the option of using online tutoring. The online tutor will give written feedback that will help you edit or proofread your own writing.
Drop-in Help: The CAC offers plenty of drop-in zones and drop-in one-on-one help for all students. These include:

1. First-year Writing Help, for students registered in English 101, 135, 146 and 147
2. ESL Writing Help, for students who have questions about writing for a North American academic audience and who are seeking a comfortable place to write
3. Academic Integrity & Expectations Help, for students who want one-on-one help with understanding plagiarism, academic integrity, and how to avoid issues with citations, paraphrases, and direct quotations
4. Reading Critically, for students who are struggling to extract the arguments from academic texts
5. Publishing Your Writing, for students ready to polish up their papers in order to submit them to journals
6. Graduate Writing Room, for grad students who are looking for a friendly place to write. A tutor is available to answer your questions and provide support.

Workshops: The CAC also runs workshops (for both native speakers of English and non-native speakers of English) that focus on common issues in academic writing such as strong writing, introduction to North American rhetoric, and common grammatical issues. Check out the workshops page of the CAC website for more information.

Resources: The CAC has put together a collection of useful writing tips PDFs and short YouTube videos created by the CAC and by UVic Libraries, accessible to everyone anytime, anywhere.

Publications:
- Academic Writing Essentials (AWE), compiled by the Department of English and the Writing Centre, is an excellent introduction to academic writing and includes clear, concise information on how to write academic papers, how to incorporate research into your writing, and how to self-edit. It comes with six free online writing tutorials. It is available at the Bookstore or online.
- Managing your Thesis or Dissertation (MYTD) is the workbook version of the MYTD workshop. It provides you with tips every graduate student should know. It is available at the Bookstore or online.

Useful Web Pages:
- CAC homepage: http://www.ltc.uvic.ca/servicesprograms/twc.php
- CAC workshops: http://www.ltc.uvic.ca/servicesprograms/twc/twc_workshops.php
- CAC resources: http://www.ltc.uvic.ca/servicesprograms/Resources.php
- To book CAC writing appointments: http://uvic.mywconline.com
- Online Tutoring: http://www.ltc.uvic.ca/servicesprograms/twc/OnlineTutoringatTWC.php
- Academic integrity: http://ltc.uvic.ca/initiatives/integrity/
TA and Graduate Professional Development Program

TA Conferences each September and January
The TA conference is designed to help you improve your teaching skills. Experienced UVic TAs and faculty present workshops covering a wide spectrum of topics. The conference is a great opportunity to connect and share your ideas and experiences with graduate students in other faculties, and for professional and personal development. The conference is FREE for all graduate students, new and returning teaching and academic assistants, and instructors. Pre-registration required.
http://www.ltc.uvic.ca/servicesprograms/taprod/ta_conf.php

TA/Graduate Student Workshops
The TA/Graduate Student Professional Development Program offers a range of training and professional development options for new and experienced TAs and graduate students seeking future faculty positions. Listed below is the selection of workshops available, divided into TA Training, TA ProD, and Critical Incidents workshops. All workshops are available to all graduate students on campus to help them prepare for their role as future faculty, or to provide valuable transferable skills.

The TA ProD workshops are geared to new TAs and graduate students who are just beginning to teach at university, and advanced/experienced TAs and graduate students to provoke questions and discussion about current issues in teaching and learning in higher education today. Essentials of teaching and learning are covered so that students can begin to develop their approach to teaching. Topics will include learning and teaching styles, who students are today, how to manage CourseSpaces and technology in the classroom – to name just a few.

The Critical Incidents workshops start with a small film clip then leads to discussion. A critical incident may be thought of as a highly compressed case study that poses a problem but offers no preferred solution. In this series, dramatized video vignettes depict a wide variety of challenges associated with teaching and learning in higher education. Each scene lasts three to four minutes and discussion questions follow each episode.
The Teaching Tips Series runs continually throughout the year and addresses many topics.

Learning and Teaching in Higher Education (LATHE)
Learning and Teaching in Higher Education (LATHE) is a dynamic Certificate Program that focuses on the pedagogical knowledge and practical skills required to teach effectively in higher education. LATHE combines knowledge and practice about teaching and learning across the disciplines to create a future professoriate fluent in the foundational principles of post-secondary instruction. It will challenge participants to reflect on their practical teaching activities in a scholarly way within their disciplinary context. This program is jointly offered by Educational Psychology and Leadership Studies (EPLS), the Learning and Teaching Centre (LTC), and the Faculty of Graduate Studies (FGS).

For further information, contact Stacey Brownell at: 250-721-7883 or eplsgrad@uvic.ca.
http://www.ltc.uvic.ca/servicesprograms/taprod/LATHE.php

ED-D614 Teaching and Learning in Higher Education
For more information, please refer to our webpage: http://ltc.uvic.ca/events/courses/ED-D600.php

Support for International Students:
International Student Services (ISS) is dedicated to helping you get the most from your UVic experience. Consider us your local consultants for all things new and different. We offer pre-arrival support, arrival and settlement support, and ongoing support throughout your studies. Our services for international degree program students, international exchange students and international visiting students include:

- **Website** – A great place to start whenever you have questions.
- **Orientation** – We host the International Student Welcome Conference and provide every new international student with a welcome package.
- **Advisors** who are available to answer your questions about immigration documents, health insurance, housing, social insurance numbers and income tax, identification cards, banking and other non-academic issues related to your life as an international student. We can also connect you with other helpful resources, both on and off campus.

**Global Community:**
The Global Community is a mosaic of international, indigenous and domestic students, staff and faculty working together to celebrate diversity, advance inter-cultural competency and cultivate an inclusive and globally minded campus.

Through many partnerships and community connections our programs support international students with their cultural, language, and academic adjustment to UVic and Canada.

- UVic Global Community Facebook Group with daily updates!
- Bi-weekly newsletter to help you stay informed
- Mentorship Program offers friendship, support and community
- Presentations, Workshops, & Events
- Volunteer and leadership opportunities

Contact or visit the International Student Services:

Email: issinfo@uvic.ca
Phone: 250-721-6361
Office: University Centre Room A205
Hours: 9:00am to 4:30pm Monday to Friday
Website: http://www.uvic.ca/international/students/index.php
Facebook: UVic Global Community

**Equity and Human Rights**

- Creating Spaces ([http://web.uvic.ca/eqhr/creating.htm](http://web.uvic.ca/eqhr/creating.htm))
- Inclusive and Respectful Workplace ([http://web.uvic.ca/eqhr/workshops.htm](http://web.uvic.ca/eqhr/workshops.htm)).
- Contact Moussa Magassa, the Human Rights Advisor- Education about these sessions and to discuss a tailored training program ([http://web.uvic.ca/eqhr/education.htm](http://web.uvic.ca/eqhr/education.htm)).
- Or join the Human Rights Volunteer Program and learn great skills in events organization and workshop facilitation ([http://web.uvic.ca/eqhr/hrvp.htm](http://web.uvic.ca/eqhr/hrvp.htm))

**Cultural Workshop/Intercultural Communication**

Facilitating Intercultural Relationships (More info is available here [http://www.uvcs.uvic.ca/aspnet/Course/Detail/?code=IET430](http://www.uvcs.uvic.ca/aspnet/Course/Detail/?code=IET430))