

Clark University TA Training Program

January 9, 2009

Time	Session 1: Lurie Conference Room	Session 2: Grace Conference Room
11:00 – 11:55		Ethics, legal rights, & responsibilities (Judy Miller) (p. 3)
11:55-12:25	Lunch	Lunch
12:30– 1:25	Facilitating discussions (Kevin Keenan) (p. 5)	Running effective office hours (Paula Quinn) (p. 8)
1:35– 2:30	Intercultural communication (Amy Daly Gardner) (p. 12)	Running an effective lab (Judy Miller) (p. 14)

Important Reminders:

- Before the semester starts, remember to schedule a time to talk with your professor about his/her expectations for your role during the semester. A copy of the Faculty Expectations and Feedback form is attached here for your use in this discussion (p. 2).
- If you have TA responsibilities that involve providing feedback or grading for student writing, you won't want to miss this! Jen Plante, Director of Clark's Writing Center, will be conducting two offerings of her much-sought-after session on **Responding to Student Writing** next Wed, Jan. 14 (1:30-2:45) and Th, Jan. 15 (4:15-5:30). Details and the registration link are at <http://www.clarku.edu/departments/cetl/index.cfm> (select TA Training from the menu at the top of the page). Don't delay, register now!