CETL 8000: GTA Preparation OR CETL 2000: Undergraduate TA Preparation
1 Credit Hour
Fall 2020

***Mode of Instruction: Hybrid***

Course Meeting Times: 3:30 – 4:20 PM Wednesdays
Course Meeting Room: 123 Clough Commons OR Online via Bluejeans Meetings

Instructors:
Heather Chilton
Office: 173 Ford ES&T Building
Office Hours: By appointment
Email: htchilton@gatech.edu

Dr. Zachary Handlos
Office: 1251 Ford ES&T Building
Office Hours: By appointment
Email: zachary.handlos@eas.gatech.edu

Prerequisites: Interest in teaching at the collegiate/University level!

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***Statement about Wearing Masks***

Masks ARE REQUIRED on campus. There are no exceptions to this policy (unless otherwise discussed with the course instructor). Please contact the course instructor if you have any issues regarding access to a mask or regarding this policy.

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***COVID-19 Statement***

If you are experiencing a fever (i.e., temperature over 100°F), cold-like symptoms, sore throat, dry cough, flu or any other type of illness, DO NOT COME TO CLASS IN-PERSON. Please inform the course instructor ASAP if you will miss class due to illness.

Please complete the following daily COVID-19 checklist every day prior to attending ANY class in-person: https://health.gatech.edu/sites/default/files/images/daily_checklist.pdf

If you said “yes” to any of the checklist items, stay home or get off of campus ASAP.

If you test positive for COVID-19 and/or have COVID-19-like symptoms, please read the “If you Get Sick” section at this link here, and follow ALL directions: http://health.gatech.edu/coronavirus/campus-guidelines

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Course Overview
Education is the most powerful tool to use in creating an informed public. Within STEM (Science, Technology, Engineering and Math) courses, effective instruction helps to create more scientifically literate population, empowering students and adult learners with the tools needed to think critically about real-world issues and make effective decisions that improve society for all.

At Georgia Tech, the foundation of course instruction, especially within our introductory courses, is driven by graduate students (and undergraduates) instructing as TA’s (Teaching Assistants). TA’s have the unique role of instructing students within lab (and some lecture) sections while still maintaining “student” status, allowing students within their courses to feel more comfortable with seeking help in class from TA’s versus Professors. While a TA may not feel like they are making a difference in a course, the reality is that you are still an instructor, and knowledge and application of effective instructional tools will make you an effective TA that will lead to a more positive educational experience for your students!

If you are enrolled in this course at Georgia Tech, you have already taken an important step forward in working towards improving your instructional abilities. The goal of this course is to utilize a combination of the instructors’ own instructional experience with that of science education research and policy to help you learn about and improve your instructional abilities. We will also spend some time focusing on instruction professional development, which will include creating your own teaching philosophy.

Course Topics
- GT instructional policies and academic integrity
- Course design and preparation
- Instructional styles and teaching pedagogy
- Active learning
- Student and instructor mental health
- Education professional development
- Microteaching and teaching self-reflection

***The course schedule will be posted as a separate document on Canvas.***

Grading
This is a pass/fail course. In order to pass this class, you are required to successfully accomplish all items listed below:
1. Weekly “check-in” online quizzes
2. Weekly discussion assignments
3. Class participation activities
4. 2 microteaching demonstrations
5. Teaching portfolio

More details about each of the above will be discussed in class.

Late Policy: Assignments are expected to be completed on time, just like instructors are expected to make deadlines when teaching a course. Exceptions will apply (due to ANY illness,
including COVID-19 related circumstances, family emergency, or other emergency matters) with communication in advance of assignment due date.

***It is vital that you consistently communicate with us, especially if you have any concerns about COVID-19 or related issues. Our goal is to make sure all students are in a position to complete this course.***

Course Communication
All course communication will occur via the course Canvas page. Please make sure that you have your Canvas inbox messaging on for this course and that you check for messages frequently.

Access and Accommodations:
If you anticipate or experience physical or academic barriers based on disability, you are welcome to let me know so that we can discuss options. You are also encouraged to contact the Office of Disability Services to explore reasonable accommodations.

The Office of Disability Services can be contacted by:
- Phone: **404-894-2563**
- Email: dsinfo@gatech.edu
- Website: [https://disabilityservices.gatech.edu/](https://disabilityservices.gatech.edu/)

Resources:

**Academic Support**
- [Center for Academic Success](#)
  - 1-to-1 tutoring
  - Peer-Led Undergraduate Study (PLUS)
  - Academic coaching
- Residence Life's [Learning Assistance Program](#)
- [OMED Educational Services](#) - Group study sessions and tutoring programs
- [Communication Center](#) - Individualized help with writing and multimedia projects
- Academic advisors for your major

**Personal Support**

**Georgia Tech Resources**
- The [Office of the Dean of Students](#) | **404-894-6367** | 2nd floor, Smithgall Student Services Building; You also may request assistance [here](#)
- [Counseling Center](#) | **404-894-2575** | Smithgall Student Services Building 2nd floor
  - Services include short-term individual counseling, group counseling, couples counseling, testing and assessment, referral services, and crisis intervention.
  - *Students in crisis may walk in during business hours (8am-5pm, Monday through Friday) or contact the counselor on call after hours at 404-894-2204.*
- [Students’ Temporary Assistance and Resources (STAR)](#)
  - Can assist with interview clothing, food, and housing needs.
- [Stamps Health Services](#) | **404-894-1420**
- [OMED Educational Services](#) | **404-894-3959**
- [Women’s Resource Center](#) | **404-385-0230**
- [LGBTQIA Resource Center](#) | 403 385 4780
National Resources

- The **National Suicide Prevention Lifeline** | 1-800-273-8255
  - Free and confidential support 24/7 to those in suicidal or emotional distress
- The **Trevor Project**
  - Crisis intervention and suicide prevention support to members of the LGBTQ+ community and their friends
  - Telephone | **1-866-488-7386** | 24 hours a day, 7 days a week
  - Online chat | 24 hours a day, 7 days a week
  - Text message | Text “START” to **687687** | 24hrs day, 7 days a week