



# 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

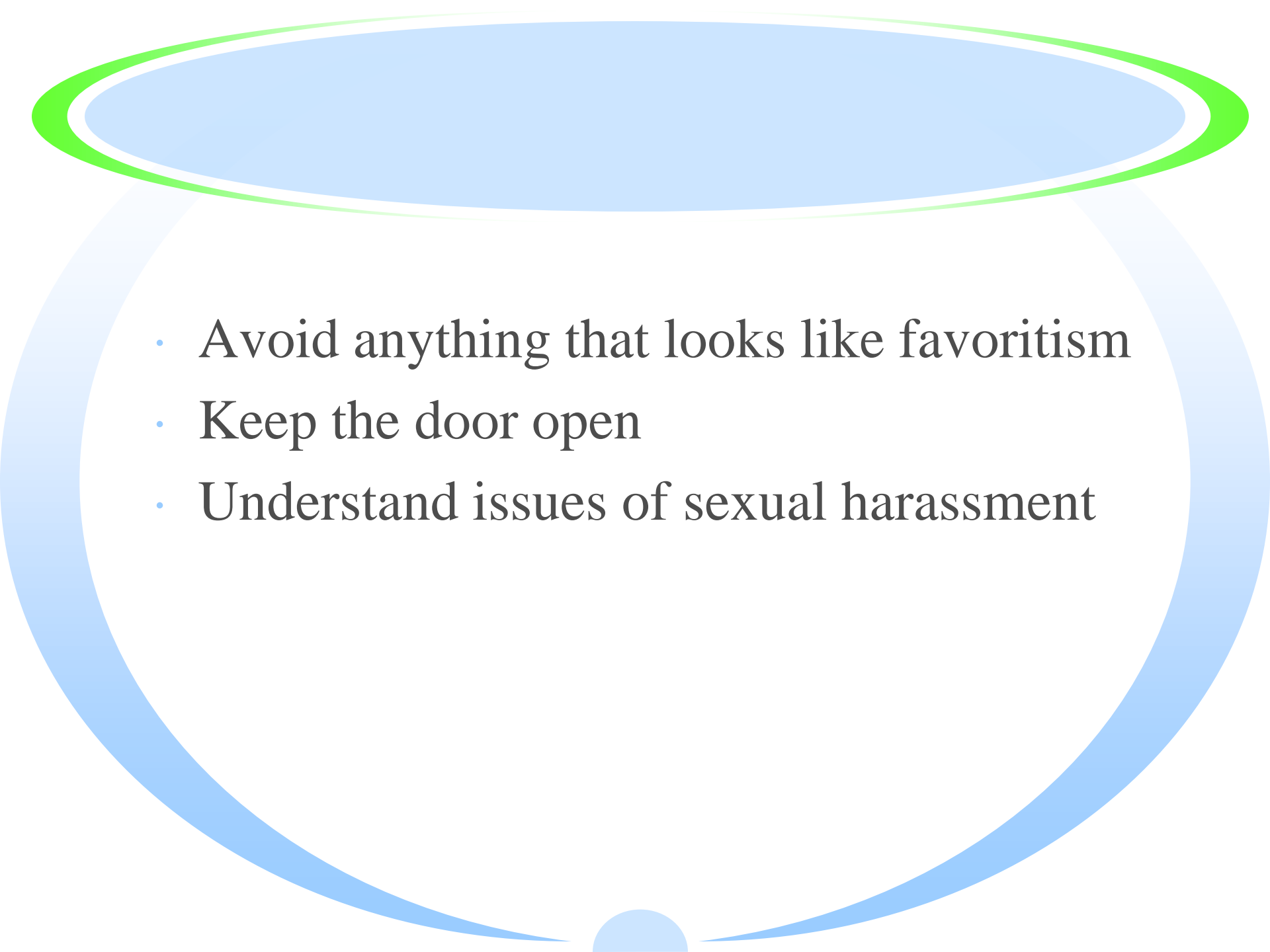




**Your Instructor Should Be the  
First to Know about a Problem**

# 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

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- 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