Teaching Assistant Information

Eligibility for TA Training

1. TAs must be SPHTM graduate students

2. TAs must have a minimum cumulative GPA of 3.0.

Does completing TA training guarantee a TA job?

Completing TA training does **not** guarantee a TA job. Students should check Handshake to identify positions: https://tulane.joinhandshake.com/login

TA Training Overview

The mandatory TA training program is required to be considered for a teaching assistantship in both undergraduate and graduate level courses.

The TA training covers ethics, academic standards, honor code, payroll, instructional technology, and student-centered teaching practices. Upon completion of the training, students receive a certificate and will be added to the list of students qualified to TA.

Teaching Assistant (TA) Training Dates

Spring 2024: The TA Canvas course opens November 20, 2023. All modules must be completed by 11:59pm, January 5, 2024.

Summer 2024: The TA Canvas course opens March 25, 2024. All modules must be completed by 11:59pm, May 10, 2024.

Fall 2024: The TA Canvas course opens July 29, 2024. All modules must be completed by 11:59pm, September 6, 2024.

About the TA Training Course

Students will complete an asynchronous **Canvas** course with 3 modules that incorporate administrative information for payroll, responsibilities, and confidentiality as well as instructional technology lessons in Canvas, Zoom, and

Yuja. It requires submission of the Confidentiality Agreement, Bio Sheet, posting on a discussion board and several knowledge checks. The modules take about 2 hours to complete.

Learning Objectives

This training is designed to prepare aspiring TAs to:

1. Contact the right resource for questions related to payroll and other resources. (Module 1)
2. Determine eligibility to serve as a teaching assistant. (Module 1)
3. Explain the confidentiality agreement. (Module 1)
4. Recognize breeches of academic integrity and address them. (Module 2)
5. List TA responsibilities and non-responsibilities. (Module 2)
6. Recognize professional behaviors in yourself and others. (Module 2)
7. Set up and run a Zoom session with breakout rooms and recordings. (Module 3)
8. Record and upload a video using Canvas or other software. (Module 3)
9. Set up/Grade assignments, quizzes, and discussions in Canvas. (Module 3)
10. Identify where to find Respondus Lockdown and Proctoring instructions. (Module 3)
11. Use Turnitin with an assignment. (Module 3)

For more information

If you have questions about the TA Training please email sphtmacademicaffairs@tulane.edu.