In-Service Incoming TA meeting
Graduate Student Teacher Training Seminar (GSTTS)
Wednesday, August 14, 2013
1:00 - 4:00pm

1. Introductions

2. What would you like to get out of this course?
   -Groups discuss write on the board, then address the topics

3. Expectations and organization of the course.
   -The course has 8 meetings including this one.
   -Each meeting is an hour and 50 minutes, once every two weeks
   -The first meeting will be August 27th
   -Attendance and completion of assignments will factor into your grade (or pass/fail)
   -participation also factors into your grade

4. Individual presentations and discussion

5. Break (10 minutes)

6. Handbook topics:
   a. FERPA
   b. Accessibility services - mention this on the first day and have your students let you know if they are accessibility services in private.

   c. Appropriate dress and conduct
      -inappropriate messages on clothing
      -clothing of appropriate length and coverage for both men and women
      -A general rule of thumb is to wear and say things that you would wear and say in front of your grandparents (that still think highly of you)
      -You do not need to be their buddy or friend, make this clear from the start.

   d. Inappropriate classroom topics: politics, sex, money, religion.
      Anything that could potentially be misconstrued as offensive. ("La encantada")
      If it seems like a gray area, or you need to ask someone else if it is appropriate, it probably isn't.

   e. disruptions
      cell phones, computers, games, discussions, anything that is not by the books.
f. Cheating
Yes it does happen, what is the best way to handle this: multiple copies of tests, sign in/sign out sheets. Address your feelings about cheating in the first class. If you have suspicions, what can you do?

1. Other topics:
   - you should never cancel class
   - You can get subs if you need to, but do that well in advance when you know you will need it
   - Being a grad student and teaching is stressful, but you have lots of support.
   Student health has counseling, you get 2 discount massages per semester, there are plenty of people to ask questions of if you need to.

7. Discussion - Good Teacher/Bad Teacher

8. First week: Syllabus, preparing for class, good ways to get the semester started.
   Syllabus -

   1. Be prepared! Teaching is 90% prep. We cant over emphasize this.
   - know what supplies you need
   - know where your class is
   - know if there is a class in the same room before and after you
   - make sure you can login to the computer if you need it
   - Is the clock in your room accurate (NEVER take your cell phone out during class)
   - what happens if your classroom is locked
   - have notes prepared in advance, including extra notes in case you have more time that you thought you would.
   - consider what could be confusing or unclear in the notes/problems you plan to present:
     - example: \((4 - 9/2)^2 = (5-9/2)^2\)
     - \((1+x)/(1-x) \geq 1\)
   - structure your class with breaks for group work, or problems.
     - lecture class, break-up with problems
     - recitation, group work
     - other support features: video, web, online material
   - flexibility, make sure to allocate time for questions
   - engaging the class
   - Group work/Time management
   - Learning students names
   - debrief yourself following class, see what worked and what didn’t work

9. Homework/Next meeting: Keys, Books, Copies, Read the handbook. Grading!
Homework due next class (August 27th, 3:30-5:20pm):

- Make sure you are registered for this seminar: Math 605, section 3, CRN: 45967
- Read the handbook (there will be a quiz)
- Get your office keys
- Make sure your UNM ID is active for the copier (you have to have it activated first)
- Get a textbook for your class if required
- Grade the three problems attached