

**CETL 8000: GTA Preparation OR CETL 2000: Undergraduate TA Preparation**  
**1 Credit Hour**  
**Fall 2023**

**Course Meeting Times:** 3:30 – 4:20 PM Wednesdays

**Course Meeting Room:** L1175 Ford ES&T Building

**Instructors:**

Dr. Zachary Handlos

**Office:** 1251 Ford ES&T Building

**Office Hours:** 10:30 AM – 12 PM Mondays, 1-3 PM Wednesdays or via appointment – in-person or virtual appointments both OK!

**Email:** zachary.handlos@eas.gatech.edu

Dr. Samantha Wilson

**Office:** 1249 Ford ES&T Building

**Office Hours:** drop in or by appointment

**Email:** samantha.wilson@eas.gatech.edu

**Course TA:**

Ahron Cervania

**Email:** acervania3@gatech.edu

**Prerequisites:** Interest in teaching at the college or university level!

**Course Overview**

Education is the most powerful tool to use in creating an informed public. Within STEAM (Science, Technology, Engineering, Art and Math) courses, effective instruction helps to create a 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 you as a TA may not feel like you are making a difference in a course, the reality is that **you are an instructor**, and knowledge and application of effective instructional tools will make you an effective TA, leading to a more positive educational experience for your students!

The goal of this course is to utilize a combination of the instructors' own instructional experience with that of Georgia Tech policies and science education research to help you learn about best practices for successful TA'ing as well as how to improve your instructional abilities.

### Learning Outcomes

- Effectively communicate course material within lecture or lab sections of the course you are TA'ing (or planning to TA)
- Take action that addresses any challenging in-class or out-of-class situations
- Reflect on your growth as a TA
- Develop a work/life schedule balance between TA'ing, research, coursework and outside-of-school life demands
- Create and/or implement active learning within your instruction

### Course Topics

- Required campus TA training on Canvas, GT policies, academic integrity
- Time management
- Instructional styles
- Active learning and engagement of audience
- Creating effective assignments
- Writing high quality assessment items on exams, quizzes, etc...
- Student and instructor mental health
- 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. Class participation activities
2. Microteaching demonstrations
3. TA Shadow & Reflection

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 consistency communicate with us. 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](mailto:dsinfo@gatech.edu)

Website: <https://disabilityservices.gatech.edu/>

## Resources:

### Academic Support

- [Center for Academic Success](#)
  - [1-to-1 tutoring](#)
  - [Peer-Led Undergraduate Study \(PLUS\)](#)
  - [Drop-In Tutoring](#)
- [Communication Center](#) - Individualized help with writing and multimedia projects
- [Academic Coaching](#)
- [Find Your Advisor](#) for your major

### Personal Support

#### Georgia Tech Resources

- The [Office of the Dean of Students](#) | **404-894-6367**
- [Counseling Center](#) | **404-894-2575** | Smithgall Student Services Building 2<sup>nd</sup> 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**.*
- [Stamps Health Services](#) | **404-894-1420**
- [OMED Educational Services](#) | **404-894-3959**
- [Women's Resource Center](#) | **404-385-0230**
- [LGBTQIA Resource Center](#) | **404 385 4780**
- [Veteran's Resource Center](#) | **404-385-2067**
- [Georgia Tech Police](#) | **404-894-2500**

#### 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