International Teaching Assistant (ITA) Resources at UVic
To help you with your teaching role

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LTC Professional Development Programming and TA Training Manager
Welcome to your role as a Teaching Assistant at UVic

In this report, you will find an abundance of resources at the University of Victoria (UVic) that will assist you in your role as a teaching assistant (TA). Most, if not all, of these workshops and programs are free to all graduate students, so please take advantage of the help and support UVic offers its international students.

The Learning and Teaching Centre recognizes the importance of providing graduate students with the necessary skills needed not only as a TA, but as professional development for future careers, whether as an academic or in other fields of work. TAs provide an important role on campus through their support of undergraduate student learning.

Therefore, the TA and Graduate Student Professional Development Program offers a range of training and professional development options for all graduate students on campus to help them prepare for their role TAs now as future faculty, or to provide valuable transferable skills. New TAs will most likely want to attend the “TA Conferences” that take place in September and January, and workshops that take place each month. Experienced TAs and senior PhD graduate students may want to take part in the “Learning and Teaching in Higher Education” (LATHE) program. This program, which leads to a graduate certificate listed on your transcript, prepares graduate students to teach effectively in higher education in order to compete in the academic job market.

A significant program that supports all TAs on campus is the existence of a peer mentor in most departments at UVic called a Teaching Assistant Consultant (TAC). TACs are typically senior graduate students with considerable teaching experience and demonstrated teaching excellence. The TAC in your department will provide a discipline-specific workshop series, observations of your work, and one-on-one meetings to assist you at any time during the upcoming academic year. In addition to the TAC in your department, the LTC has a TAC International Focus to provide workshops that address the specific needs of international TAs, such as teaching with English as an additional language and teaching in the Canadian classroom.

For more information about all of our workshops, including workshops focused on the needs of international TAs, and other programs offered, please see the information contained in this document or visit the monthly calendar of workshops on our website (http://www.uvic.ca/learningandteaching/).

To further assist you with your academic professional development, we have provided links to other resources available to you, such as TA Tip Sheets, TA
Manuals, and a website on “Academic Integrity” on our website under the tab, TAs.

Additionally, the Centre for Academic Communication, under the direction of the Learning and Teaching Centre, has provided information about programming that can specifically assist international TAs. Other units on campus have also kindly provided program information.

Where to begin

Please start with this online resource, which can be accessed from the TA page off of our website: Online Resource - Communication Strategies for International Graduate Students (CSIGS): Surviving and Thriving in Canadian Academia by Nadine Le Gros. This e-manual is primarily for international and newcomer Canadian graduate students to familiarize them with the norms of communication in Canada. International students need to be familiar with Canadian norms about communication in order to be successful when they teach, communicate with their supervisors, and apply for jobs, as cultural differences exist in all of these realms. Those who work with international students will benefit from reading this manual to become aware of alternate norms of communication in order to support, understand, and work productively with students from other cultural backgrounds. http://www.uwo.ca/tsc/csigs.html. Anyone with an UVic netlink ID has access to this publication, courtesy of the Learning and Teaching Centre at UVic.

Next

Register for the Fall TA Conference taking place on Tuesday, September 6 to Friday, September 9, 2016, 9:00 AM ~ 5:00 PM in the Harry Hickman Building. The TA conference is spread over four days to ensure that you are able to attend the workshops you want. The first day - Tuesday, September 6 - is the most important. The workshops for that day are organized to take you through the most essential steps necessary to fulfill your role as a TA. All workshops aimed towards International TAs will take place on
You will want to try and attend as many workshops during the week to help you prepare for your role as a TA.

The conference is designed to help you develop and improve your teaching skills. We have invited experienced UVic TAs, Teaching Assistant Consultants (TACs) and faculty to present workshops covering the wide spectrum of topics. The conference is a great opportunity to connect and share your ideas and experiences with graduate students in other faculties, and for professional and personal development. The conference is FREE for all graduate students, new and returning teaching and academic assistants, and instructors. Pre-registration required. Please go to http://www.uvic.ca/learningandteaching/ to register.

Graduate Student Development Chart: Opportunities at the LTC to Improve your English Communication Skills

Further support is available through the following programs and services (see descriptions below) offered by the Learning and Teaching Centre (LTC) and Centre for Academic Communication:

**Spoken English:**
The Centre for Academic Communication: pronunciation and presentation support

**Written English:**
The Centre for Academic Communication for workshops and one-on-one consultations

**Teaching in English:**
The LTC has many workshops and programs designed to assist you to learn and practice how to teach in higher education

Attend Teaching Assistant (TA) and graduate student workshops:
- TA Conferences
- TA workshops throughout the year
- Teaching Assistant Consultant program
- Workshops specifically for International TAs

Enroll in the Learning and Teaching in Higher Education (LATHE) Graduate Certificate Program
The Centre for Academic Communication (the CAC)

The Centre for Academic Communication (the CAC) offers support to UVic undergraduate and graduate students in the following areas:

**ACADEMIC EXPECTATIONS**
- Academic integrity
- Transitions (from other cultures, high school, community college, the workforce, and into graduate school)
- Classroom expectations

**READING SUPPORT**
- Academic text management
- Critical thinking skills
- Text as the basis for writing

**WRITING SUPPORT**
- Writing skills
- Writing processes
- Writing to publish
- Writing different kinds of texts
- Academic expectations

**SPEAKING SUPPORT**
- Class and oral defense presentations
- Pronunciation support and development
- Practice and feedback sessions

Feel free to contact the Manager, Nancy Ami at thecac@uvic.ca or 250-853-3675 for more information about how we can support you in any of these areas. Our mandate is to help UVic students become more effective, efficient, and confident communicators in the academic environment. To carry out this mandate, we don’t “fix” your work but coach you in how to do it yourself. We focus on you, the learner, rather than on your current assignment, a particular chapter in your thesis, etc.

This fall the CAC offers services in number of ways.

- **25-minute appointments with a Specialist.** These are bookable online, at uvic.mywconline.com and each UVic student can have ten appointments per semester.

- **Online tutoring.** While traditionally the online tutoring option has been used for feedback on writing, this service can also be used for feedback on all academic communication skills. See the CAC website for more information.

- **Learning plans.** Our learning plan consultants will work with you to create a six-week long series of appointments, workshops, and self-paced activities to help you develop the skills you feel most concerned about.
Teaching in English

TA and Graduate Professional Development Program

TA Conferences each September and January

The TA conference is designed to help you improve your teaching skills. Experienced UVic TAs and faculty present workshops covering a wide spectrum of topics. The conference is a great opportunity to connect and share your ideas and experiences with graduate students in other faculties, and for professional and personal development. The conference is FREE for all graduate students, new and returning teaching and academic assistants and instructors. Pre-registration is required.

http://www.ltc.uvic.ca/servicesprograms/taprod/ta_conf.php
**TA/Graduate Student Workshops**

The TA/Graduate Student Professional Development Program offers a range of training and professional development options for new and experienced TAs and graduate students seeking future faculty positions.

The TA ProD workshops are geared to new TAs and graduate students who are just beginning to teach at university, and advanced/experienced TAs and graduate students to provoke questions and discussion about current issues in teaching and learning in higher education today. Essentials of teaching and learning are covered so that students can begin to develop their approach to teaching. Topics covered in the workshops include who are our students today, how to manage the classroom, grading, how to use CourseSpaces, and technology in the classroom – to name just a few.

The TA Consultant (TAC) program positions TA mentors in most UVic departments. Please see this [page](#) to locate the TAC in your department. TACs develop discipline-specific seminars that cover a range of practical topics, tips, approaches, and issues most pertinent to TAs in their department. Additionally, TACs provide one-on-one support, such as teaching observations, as required. The international TAC will provide a series of workshops at the TA Conference and throughout the year.

**Learning and Teaching in Higher Education (LATHE)**

Learning and Teaching in Higher Education (LATHE) is a dynamic Certificate Program that focuses on the pedagogical knowledge and practical skills required to teach effectively in higher education. LATHE combines knowledge and practice about teaching and learning across the disciplines to create a future professoriate fluent in the foundational principles of post-secondary instruction. The program is open to doctoral students and will challenge participants to reflect on their practical teaching activities in a scholarly way within their disciplinary context. This program is jointly offered by Educational Psychology and Leadership Studies (EPLS), the Learning and Teaching Centre (LTC), and the Faculty of Graduate Studies (FGS).

For further information, contact Cynthia Korpan at tatrain@uvic.ca
http://www.ltc.uvic.ca/servicesprograms/taprod/LATHE.php

**Additional Resources on Campus**

[International Student Services](#) (ISS) is dedicated to helping you get the most from your UVic experience.

Prepared by Cynthia Korpan of the Learning and Teaching Centre ©
Consider us your local consultants for all things new and different. We offer pre-arrival support, arrival and settlement support, and ongoing support throughout your studies. Our services for international degree program students, international exchange students and international visiting students include:

- **Website** – A great place to start whenever you have questions.
- **Orientation** – We host the International Student Welcome event and provide every new international student with a welcome package.
- **Advising** - We are available to answer your questions about immigration documents, health insurance, housing, social insurance numbers and income tax, identification cards, banking and other non-academic issues related to your life as an international student. We can also connect you with other helpful resources, both on and off campus.

**Global Community:**

The [UVic Global Community](https://www.uvic.ca/global/) is a program area within [International Student Services](https://www.uvic.ca/iss) (ISS) that involves international, indigenous and domestic students, staff and faculty working together to celebrate diversity, advance intercultural competency and cultivate an inclusive and globally minded campus. Through many partnerships and community connections, our programs support international students' transition, integration and academic success:

- Join the [UVic Global Community Facebook Group](https://www.facebook.com/groups/UVicGlobalCommunity/) for daily updates!
- Subscribe to the online, bi-weekly [newsletter](https://www.uvic.ca/iss/mailing-list/). It's easy. Just enter your email address and click the subscribe button.
- Join the [Mentorship Program](https://www.uvic.ca/iss/mentorship/)
- Join the [Conversation Partners Program](https://www.uvic.ca/iss/conversationpartners/)

Please direct questions about the UVic Global Community to gcmentor@uvic.ca.

**Student Exchange Program:**

ISS coordinates and supports student exchanges, incoming and outbound, working in collaboration with UVic departments, academic units and student services. Our Student Exchange Program has partnership agreements with more than 50 partner universities in over 20 countries.

**International Academic Success Program:**

The IAS Program is designed to connect international students with a trained learning strategist who can help them navigate their learning at UVic. Learning Strategists work one on one with students to help them identify their strengths and develop
personalized learning strategies to meet the challenges of academic life in a Canadian University. Students can access the program by contacting Tricia Best, International Student Services, at tbest@uvic.ca.

Contact or visit the International Student Centre:

Email: issinfo@uvic.ca
Phone: 250-721-6361
Office: University Centre Room B272
Hours: 9:00am to 4:30pm Monday to Friday
Website: www.uvic.ca/iss
Facebook: UVic Global Community

Equity and Human Rights

- Contact Moussa Magassa, UVic Human Rights Education Advisor (mmagassa@uvic.ca) about these sessions and to discuss a tailored training program (http://web.uvic.ca/eqhr/education.htm).

- Creating Spaces (http://web.uvic.ca/eqhr/creating.htm)

- Inclusive and Respectful Workplace (http://web.uvic.ca/eqhr/workshops.htm).

- Or join the Human Rights Volunteer Program and learn great skills in events organization and workshop facilitation (http://web.uvic.ca/eqhr/hrvp.htm)

- If you have a human rights concerns (discrimination and harassment), and need to talk to someone, please contact Bette Cameron to book an appointment: bcameron@uvic.ca or 250-721-8786

Our office is located in the Sedgewick Building C wing - C115.

Cultural Workshop/Intercultural Communication

Facilitating Intercultural Relationships