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

Prepared by Cynthia Korpan
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 appointed Ms. Christiani Wagner for the 2015-16 academic year as the 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.

Although some events are specifically aimed at the interests of TAs, they are not intended to exclude others from joining, or to suggest that other events run by the Learning and Teaching Centre (LTC) would not be suitable for TAs. Everyone is welcome!

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.


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 8 to Friday, September 11, 2015, 9:00 AM ~ 4:00 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 8 - 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
Friday, September 11. 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 Tips
- 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)

In 2014, the Writing Centre grew into the Centre for Academic Communication (the CAC). We’re now offering support to UVic undergraduate and graduate students in the following areas:

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 peer tutor.** 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, starting Fall 2015, 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 four, eight or twelve-week long series of appointments, workshops, and self-paced activities to help you develop the skills you feel most concerned about.
• **Workshops.** We offer a variety of workshops on the topics listed in four boxes above. Check the [CAC website](http://www.cac.uvic.ca) for more information on workshop contents and an up-to-date schedule.

• **Resources:** The CAC has put together a collection of useful writing tips PDFs and short YouTube videos created by the CAC and by UVic Libraries, accessible to everyone anytime, anywhere.

We also have produced the following publications that you might find useful. Both are available in the UVic Bookstore.

• **Academic Writing Essentials (AWE),** compiled by the Department of English and the Writing Centre, is an excellent introduction to academic writing and includes clear, concise information on how to write academic papers, how to incorporate research into your writing, and how to self-edit. It comes with six free online writing tutorials. It is available at the Bookstore or online.

• **Managing your Thesis or Dissertation (MYTD)** is a workbook that provides you with tips every graduate student should know. It is available at the Bookstore or online.

### 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 required.  
[http://www.ltc.uvic.ca/servicesprograms/taprod/ta_conf.php](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 cover teaching styles, who are our students today, how to manage CourseSpaces and technology in the classroom – to name just a few.

The Teaching Tips Series runs continually throughout the year and addresses many topics.

**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. It 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 Stacey Brownell at: 250-721-7883 or eplsgrad@uvic.ca. http://www.ltc.uvic.ca/servicesprograms/taprod/LATHE.php

**Additional Resources on Campus**

[International Student Services](http://www.uvic.ca/international) (ISS) is dedicated to helping you get the most from your UVic experience. 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 is a program area within International Student Services (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 for daily updates!
- Subscribe to the online, bi-weekly newsletter. It's easy. Just enter your email address and click the subscribe button.
- Join the Mentorship Program
- Join the Conversation Partners Program

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

Contact or visit the International Student Services:
Email: issinfo@uvic.ca
Phone: 250-721-6361
Office: University Centre Room A205
Hours: 9:00am to 4:30pm Monday to Friday
Website: http://www.uvic.ca/international/students/index.php
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 (More info is available here http://www.uvcs.uvic.ca/aspnet/Course/Detail/?code=IET430)