

# 2018 TEACHING ASSISTANT ORIENTATION & PIE CONFERENCE



*August 22 - 23, 2018*

*HCB Building, Florida State University*

**HOSTED BY THE PROGRAM FOR INSTRUCTIONAL EXCELLENCE & THE GRADUATE SCHOOL**

**SPONSORED BY THE CONGRESS OF GRADUATE STUDENTS**



# AGENDA

## WEDNESDAY, AUGUST 22

- 8:00 – 8:30 AM **CHECK-IN & PICK-UP MATERIALS**
- 8:30 – 8:35 AM **WELCOME:**  
Dr. Mark Riley, Dean of The Graduate School
- 8:35 – 9:00 AM **PLENARY SPEAKER: TIPS FOR TEACHING UNIVERSITY STUDENTS**  
Dr. Arthur Raney, FSU Distinguished Teaching Professor, James E. Kirk Professor of Communication, College of Communication & Information
- 9:00 – 9:10 AM **CONFERENCE OVERVIEW/ PIE TEACHING TRAINING RECOGNITION**  
Dr. Lisa Liseno, Assistant Dean & Director of the PIE Program, The Graduate School
- 9:10 – 9:40 AM **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**  
Katie Cloud, Associate Registrar, Office of the Registrar
- 9:40 – 9:50 AM **BREAK**
- 9:50 – 10:20 AM **MAINTAINING PROFESSIONAL CLASSROOM RELATIONS**  
Dr. Brandon Bowden, Assistant Vice President for Student Affairs
- 10:20 – 10:50 AM **TIME MANAGEMENT: HOW CAN I DO EVERYTHING?**  
Holly Hunt, Associate Director, Academic Center for Excellence
- 10:50 – 11:20 AM **PROVIDING STUDENT FEEDBACK: GRADING CONCERNS AND PRACTICES**  
Jeffrey Conley, PIE Associate, Department of Economics
- 11:20 – 11:50 AM **FSU RESOURCE PANEL**
- 11:50 - 12:50 PM **COGS SPONSORED LUNCH AND FSU RESOURCE FAIR @HCB BREEZEWAY**
- 12:50 – 1:20 PM **ACADEMIC HONOR POLICY AND GRADE APPEALS SYSTEM**  
Ann DelRossi, Academic Affairs Administrator, Faculty Development and Advancement
- 1:20 – 1:50 PM **BASICS OF TEACHING WITH TECHNOLOGY @ FSU**  
John Braswell, Instructional Technology Administrator, Office of Distance Learning
- 1:50 – 2:55 PM **DISCRIMINATION – HARASSMENT – RETALIATION: RESOURCES AND COMPLAINT PROCEDURES**  
Amber M. Wagner, Associate Director, Office of Equal Opportunity and Compliance
- 2:55 – 3:00 PM **WRAP-UP**  
Dr. Lisa Liseno, Assistant Dean & Director of the PIE Program, The Graduate School

## THURSDAY, AUGUST 23

- 8:00 – 8:30 AM **CHECK-IN**
- 8:30 – 9:00 AM **TA PANEL - REAL TA EXPERIENCES: HURDLES AND SOLUTIONS**  
2017-18 FSU Outstanding Teaching Assistant Award Recipients
- 9:00 – 9:30 AM **APPRECIATING STUDENT DIVERSITY IN THE CLASSROOM**  
Ella-Mae Daniel, Teaching Faculty II, School of Teacher Education
- 9:30 – 10:00 AM **CREATING LEARNING OBJECTIVES AND SYLLABI**  
Kate Hill, PIE Associate, Biological Science
- 10:00 – 10:10 AM **BREAK**
- 10:10 – 10:40 AM **CLASSROOM/STUDENT ASSESSMENT**  
Dr. Joe Calhoun, Associate Teaching Professor, Economics
- 10:40 – 11:10 AM **AMERICANS WITH DISABILITIES ACT (ADA) AND STUDENT DISABILITY RESOURCE CENTER (SDRC)**  
Dr. Shelley Ducatt, Assistant Dean/Director, SDRC
- 11:10 – 12:10 PM **EFFECTIVE TEACHING: HOW TO PLAN & PRESENT IT**  
Dr. Robert Reiser, Associate Dean for Research, College of Education
- 12:10 – 12:20 PM **WHERE YOU GO FROM HERE**  
Dr. Lisa Liseno, Assistant Dean & Director of the PIE Program, The Graduate School



## DR. MARK RILEY

Dean of The Graduate School  
Florida State University

314 Westcott Building  
850.644.3501 | [mriley@fsu.edu](mailto:mriley@fsu.edu)  
[gradschool.fsu.edu](http://gradschool.fsu.edu)

Dr. Mark Riley, a Robert O. Lawton Distinguished Professor, is the Dean of The Graduate School at Florida State University. His responsibilities include oversight of the education of approximately 8,000 graduate and professional students. Riley earned a Bachelor of Science with Honors in physics and a doctorate in nuclear physics, both from the University of Liverpool in England. He worked as a research associate at the Niels Bohr Institute at the University of Copenhagen and then as a research associate at the Oak Ridge National Laboratory and University of Tennessee. Prior to joining the Florida State faculty as an assistant professor in 1991 he served as an Advanced Fellow at the University of Liverpool. Riley was named the Raymond K. Sheline Professor of Physics in 2001, selected for an FSU Distinguished Research Professor Award in 2008 and became a Robert O. Lawton Distinguished Professor in 2014. He has won two university teaching awards. He served the Department of Physics as chair from 2007 to 2013. His research involves the detection of gamma-ray emission signals from excited atomic nuclei under extreme conditions. High-resolution gamma-ray detection plays an ubiquitous role in nuclear science and he has been deeply involved in the development and use of the world's most powerful gamma-ray detector systems, such as, Gammasphere and GRETINA-GRETA. He has served on Users Executive Committees at the national laboratories of Oak Ridge, Argonne and Michigan State University. Other national level committee participation has included the Nuclear Science Advisory Committee to the DOE and NSF, and Program Advisory Committees of national laboratories at Berkeley, Argonne and iTHEMBA LABS in South Africa. He is a Fellow of the American Physical Society and is a past chair of the APS's Publication Oversight Committee. Riley's publication record includes ~200 research articles and he has delivered ~100 invited talks.

## DR. LISA LISENO

Assistant Dean of The Graduate School  
Director of The Program for Instructional Excellence and The Fellows Society  
Florida State University

4001E Honors, Scholars, and Fellows House  
850.645.7318 | [lliseno@admin.fsu.edu](mailto:lliseno@admin.fsu.edu)  
[pie.fsu.edu](http://pie.fsu.edu)



Dr. Lisa Liseno is an Assistant Dean of The Graduate School at FSU, where she serves as the Director of the Program for Instructional Excellence (PIE) and the Fellows Society. Prior to working in the Graduate School, she was a faculty member in Florida State's Academic Center for Excellence, a learning center housed in Undergraduate Studies. She received a bachelor's degree from Carroll University in Waukesha, Wisconsin, where she double majored in philosophy and journalism. She then earned a master's degree in philosophy from Northern Illinois University in 2000, and a Ph.D. in philosophy from FSU in 2007. As a graduate student at FSU, she served as a Teaching Assistant, Instructor, and Undergraduate Advisor in the Department of Philosophy. In 2005, she earned an Outstanding Teaching Assistant Award for her instruction at Florida State University. She also continues to teach philosophy courses as an adjunct instructor at Florida State University.

The Program for Instructional Excellence (PIE) is a unit of The Graduate School that strives to enrich the learning experiences of undergraduate students at FSU by supporting the teaching efforts of graduate student Teaching Assistants through its various services. These services include the annual PIE Teaching Conference/TA Orientation, which is held the Wednesday and Thursday prior to the first week of classes each fall. Registration for the PIE Teaching Conference is free and open to all FSU graduate students, faculty, staff, and postdoctoral associates. During this conference, participants are introduced to FSU teaching resources, policies, and best practices for teaching and learning. The conference satisfies the required graduate student TA policy training, as determined by University-wide TA Standards. Day one of the conference covers policies and practices essential for all TAs. Day two of the conference focuses on topics especially helpful if your TA assignment includes providing the primary instruction for the course. Thank you for attending. Please enjoy all that this conference has to offer!

## TIPS FOR TEACHING UNIVERSITY STUDENTS | 8:35 AM - 9:00 AM

### PLENARY SPEAKER: DR. ARTHUR RANEY

FSU Distinguished Teaching Professor | College of Communication and Information

850.644.9485 | art.raney@cci.fsu.edu



Stepping into the university classroom to teach for the first—or even the 400th—time can be a humbling and harrowing experience. To be perfectly honest: Nothing that you hear in this talk will change that fact. But the presentation will offer several tips that, at a minimum, should help you survive the experience and at best might actually help you come to love it.

*Arthur A. Raney is the James E. Kirk Professor of Communication in the College of Communication and Information at Florida State University. His research examines how and why we enjoy media entertainment, with specific attention to the role of morality in those processes. Recently, his work has focused on the relationships between media consumption, self-transcendent emotions, well-being, and prosociality. For the past three years, he has examined these issues as the principal investigator on a \$1.95 million grant from the John Templeton Foundation.*

*While at Florida State, Dr. Raney has received numerous awards, including University Undergraduate Teaching Awards in 2006 and 2014, a University Graduate Mentor Award in 2014, the College of Communication and Information Leadership Board Distinguished Faculty Award in 2015, and a Transformation through Teaching honor in 2011. Dr. Raney was the recipient of Florida State University's 2017 Distinguished Teacher Award, which is the university's top award for teaching.*

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## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) | 9:10 AM - 9:40 AM

### KATIE CLOUD

Associate Registrar | University Center A, Suite 3600

850.644.7141 | kcloud@fsu.edu



This Introduction to FERPA and the Office of the University Registrar will provide incoming Teaching Assistants with an introduction to some of the policies that affect both students and instructors on campus. The presentation will also provide an overview of federal privacy laws (FERPA) that all instructors should be familiar with before stepping into the classroom. The discussion will include best practices, situations to avoid, and contact information for campus resources should questions arise throughout the year.

### THE OFFICE OF THE UNIVERSITY REGISTRAR

*The Office of the University Registrar coordinates registration and student records. Our office also oversees graduation and transcripts.*

**MAINTAINING PROFESSIONAL CLASSROOM RELATIONS | 9:50 AM - 10:20 AM**

**DR. BRANDON BOWDEN**

Assistant VP | Student Affairs

850.644. 5590 | studentaffairs.fsu.edu



As you prepare the academic content for the courses you will teach, it is important to consider challenges that may arise beyond the content. This session will help you to be intentional about setting the tone for your class and to establish the relationship that you wish to have with your students. Many of the factors that contribute to a positive learning environment for you and your students will be discussed. In addition, methods to avoid some of the common pitfalls of course management will also be demonstrated.

**STUDENT AFFAIRS**

*The FSU Division of Student Affairs maintains, expands and protects the University's focus on students in the following ways:*

- *Advocates for students individually and systemically*
- *Educates students through courses, programs, and activities*
- *Assists students' intellectual, emotional, physical, and spiritual development*
- *Collaborates with campus and community partners to design policies and programs that are student-centered*
- *Consults with all University divisions to anticipate student needs and to resolve issues.*

*The Division accomplishes these tasks by utilizing the best practices identified by international higher education professional organizations, with the goal of creating evidence-based programs and services*

**TIME MANAGEMENT: HOW CAN I DO EVERYTHING? | 10:20 AM - 10:50 AM**

**HOLLY HUNT**

Associate Director | Academic Center for Excellence

850.645.0852 | hhunt@fsu.edu



Graduate Teaching Assistants must learn to wear several hats at the same time: student, teacher, family member, and friend. Striking a healthy balance among these roles can be challenging. It may often seem like there's not nearly enough time in the day to do all that needs to be done, let alone time to dedicate to playing each of these roles. This session will introduce graduate students to strategies and tools that can be used to more efficiently manage one's time on a monthly, weekly and daily basis.

**PROVIDING STUDENT FEEDBACK: GRADING CONCERNS AND PRACTICES | 10:50 PM - 11:20 AM**

**JEFFREY CONLEY**

PIE Associate

Department of Economics | jwc14b@my.fsu.edu



Student assessment is an important function for every Teaching Assistant and Instructor. Every Instructor and Teaching Assistant will benefit from learning appropriate grading techniques and from improving how they provide student feedback. This session specifically addresses syllabi preparation regarding grading practices, general grading responsibilities, time management for graders, and related FSU policies. The importance of coordination and communication between Teaching Assistants, Instructors, and students will also be discussed.

## FSU RESOURCE PANEL | 11:20 AM - 11:50 AM

Representatives from the following campus resources will share information about the services they have available to assist you as an FSU graduate student and TA/Instructor:

### DAN (BREW) SCHOONOVER

*Research Librarian*

Strozier Library, Scholars Commons  
850.644.2163 | dschoonover@fsu.edu



#### UNIVERSITY LIBRARIES

University Libraries support Teaching Assistants in their roles as students, researchers, and instructors. Librarians are available for class instruction sessions and individual research consultations. University Libraries provide spaces for quiet study as well as collaborative group work. Collections are accessible in many ways, including a delivery service to drop off/pick up books at your department office, off-campus access to a growing collection of ebooks and electronic journals, and U Borrow/Interlibrary Loan service to provide research materials from libraries worldwide. Technology and assistance for digital media creation and web conferencing are also available.

### JOSHUA SCRIVEN

*COGS Speaker*

Oglesby Union A205H  
850.644.1927 | COGSSpeaker@admin.fsu.edu



#### CONGRESS OF GRADUATE STUDENTS

COGS is the official representative body of graduate students at Florida State University. COGS is empowered to issue resolutions expressing the views of graduate students and calling attention to important issues. Each year, COGS receives several hundred thousand dollars in funds from a portion of Activities and Service (A&S) fees paid by graduate students. COGS has full authority in the oversight, regulation, and allocation of these funds to graduate students, graduate student organizations, and other programs at Florida State University. Additionally, COGS provides graduate students with grants for conference travel. COGS has the responsibility to use these funds for the benefit of the student body.

### JUSTIN MALOY

*Captain*

830 West Jefferson Street  
www.police.fsu.edu | jmaloy@fsu.edu



#### FLORIDA STATE UNIVERSITY POLICE DEPARTMENT

The FSU Police Department provides Active Shooter training for Departments across campus. FSUPD also provides an Active Shooter overview to students and parents during orientation sessions. Most recently, the police department made an Active Shooter Video for our campus, which is available to everyone online. All of our Active Shooter Training is based on the Run, Hide, Fight model, which is the standard across the nation.

### DR. SAMANTHA NIX

*Instructional Specialist I*

William Johnston Building G015  
850.645.4047 | snix@fsu.edu



#### PROACTIVE REFERRAL AND ENGAGEMENT (PRE) PROGRAM

The Proactive Referral and Engagement (PRE) program, supported by the Office of the Provost, is an academic early alert system that instructors can use to help their students connect with resources to improve learning and/or address common barriers to student success. We partner with faculty to identify and help students before midterms each semester. This early period in the semester is the best time for students to improve their learning, recover their grades, and make informed decisions based on early performance. Our website is at <http://ace.fsu.edu/pre>.

**FSU RESOURCE FAIR DURING LUNCH IN THE HCB BREEZEWAY | 11:50 PM - 12:50 PM**

Representatives from the following campus resources will share information about the services they have available to assist you as an FSU graduate student and TA/Instructor:

**CAREER ADVISING & COUNSELING**

Career Center – DSC Ste. 1000  
850.645.0440 | [Isibbitt@fsu.edu](mailto:Isibbitt@fsu.edu)

The FSU Career Center is committed to providing services in support of graduate student career development and planning at Florida State University and beyond. Services available for all students (undergraduate and graduate) include drop-in career advising (M-F 9:00 AM – 4:30 PM; Tuesdays 9:00 AM – 8:00 PM during fall and spring semesters), workshops, career fairs, and events held multiple times a semester; a full service website and Career Library for both print and online career resources; on-campus interviewing, and more. For more information, visit [www.career.fsu.edu](http://www.career.fsu.edu).

**LEAH SIBBITT**  
*Assistant Director, Liaison for Graduate Students*



**THE OFFICE OF GRADUATE FELLOWSHIPS AND AWARDS**

Honors, Scholars, & Fellows House, Suite 4001E  
850.645.0850 | [apstephenson@fsu.edu](mailto:apstephenson@fsu.edu)

The Office of Graduate Fellowships and Awards assists current FSU students with articulating their interests and ambitions in support of identifying and applying for external fellowships and awards. Through our holistic approach, we are able to walk alongside students throughout the entire application process offering tailored guidance at every step along the way. We regularly offer presentations and discussions for colleges, departments, meetings, and classes. The core expression of our mission is the individual support we offer to students through ongoing support of professional development, one-on-one meetings, careful review of application materials, and portfolio building.

**DR. ADRIENNE STEPHENSON**  
*Assistant Dean/Director*



**UNIVERSITY COUNSELING CENTER**

ASKEW Student Life Center, Suite 250  
850-644-8255 | <https://counseling.fsu.edu>

The University Counseling Center (UCC) is a welcoming and confidential place to come and we are here to help! We are enthusiastic about assisting our students with all kinds of questions and concerns, like homesickness, struggles with relationships, sexual identity and gender questions, cultural issues, eating and body image, substance use, worries, and depression.

**JAYME SPANNING**  
*Suicide Prevention  
Coordinator*



**NICOLE TROELSTRUP**  
*Treatment  
Coordinator*



**GRADUATE ASSISTANTS UNITED**

[www.fsugau.org](http://www.fsugau.org) | [info@fsugau.org](mailto:info@fsugau.org)

Graduate Assistants United is the official labor union for graduate assistants (GAs) at FSU. Our bargaining unit encompasses over three thousand hard-working teaching, research and graduate assistants. As a union, we negotiate the employment contract that covers all GAs in the bargaining unit and strive to create the best possible working conditions for all GAs. Membership in GAU is a choice, but a vital one: the success of all GAs depends on active and engaged members working together.



## ACADEMIC HONOR POLICY AND GRADE APPEALS SYSTEM | 12:50 PM - 1:20 PM

### ANN DELROSSI

Academic Affairs Administrator | Faculty Development and Advancement  
850.644.6876 | ADeLrossi@fsu.edu



Ms. DelRossi will discuss the importance of academic integrity as it relates to two important roles that you play as a Teaching Assistant and as a graduate student. She will familiarize you with the details of the Academic Honor Policy as well as discuss the Grade Appeals System and other important policies relevant to classroom instruction at FSU. Ms. DelRossi serves as the primary contact for academic integrity issues.

#### *THE OFFICE OF THE VICE PRESIDENT FOR FACULTY DEVELOPMENT AND ADVANCEMENT*

- Promotes faculty development throughout the University
- Provides continuous support through the duration of a faculty member's career
- Connects the interests of faculty and administration
- Interprets and enforces Faculty Senate policies and provisions of the Board of Trustees/United Faculty of Florida Agreement
- Engages in creative problem-solving related to faculty and student-academic issues
- Coordinates the Academic Honor Policy and provides consultation to deans and department chairs across campus about a variety of issues

## BASICS OF TEACHING WITH TECHNOLOGY @ FSU | 1:20 PM - 1:50 PM

### JOHN BRASWELL

Instructional Technology Administrator | The Office of Distance Learning  
850.645.9918 | jbraswell@campus.fsu.



This session provides an overview of teaching technologies at FSU. Learn where to go to find help with Canvas, classroom technologies and online testing.

#### *OFFICE OF DISTANCE LEARNING*

*The Office of Distance Learning (ODL) manages campus.fsu.edu, provides support to students using instructional technologies, and assists FSU instructors in the development of online courses.*

## DISCRIMINATION - HARASSMENT - RETALIATION: RESOURCES & COMPLAINT PROCEDURES | 1:50 PM - 2:55 PM

### AMBER M. WAGNER

HR Administrator | The Office of Equal Opportunity & Compliance  
850.645.1458 | amwagner@fsu.edu



This session covers University policies aimed at eliminating and preventing discrimination and sexual misconduct on campus. You will receive an overview of FSU's Equal Opportunity, Non-Discrimination, & Non-Retaliation and Sex Discrimination & Sexual Misconduct policies. The purpose of this module is to acquaint you make you aware of expectations of behavior, related to non-discrimination/sexual misconduct and to inform you of your protections and responsibilities in these areas while you are a member of the University community.

#### *OFFICE OF EQUAL OPPORTUNITY AND COMPLIANCE*

*FSU's Office of Equal Opportunity and Compliance (EOC) is responsible for advancing and monitoring the University's Equal Employment Opportunity, Sexual Misconduct, Affirmative Action, Family Medical Leave Act, and Americans with Disabilities Act policies, procedures, programs and initiatives. The EOC is responsible for investigating discrimination and sexual misconduct complaints against faculty, staff, visitors, contractors, and any other non-students (including sexual violence and sexual harassment complaints).*



**TO PARTICIPATE IN THE PIE SESSIONS, PLEASE CREATE A FREE IClicker REEF STUDENT ACCOUNT.**

1. Download the iClicker Reef iOS or Android app from the iTunes or Google Play stores (or go to <https://app.reef-education.com> to participate using your computer).
2. Select Sign Up. (Using a web browser? select Sign In > Student > Sign Up.)
3. Select Florida State University - Tallahassee as your institution.
4. Enter your new account credentials, create a password, and click Create Account (No need to add Student ID)
5. Now Sign In using your new iClicker Reef account credentials. (No need to register an iClicker remote.)
6. Select the + button to add course. Type REEF University as your institution and FSU PIE 2018 as your course.
7. Select Save.
8. Select your course and Join the session when the iClicker Reef portion begins.



**TO USE IClicker IN YOUR CLASSES:**

Contact [Robert.parker@macmillan.com](mailto:Robert.parker@macmillan.com). Students will need to purchase an iClicker remote or the iClicker Reef app. More info can be found via FSU Canvas or at <https://www1.iclicker.com/>

**AFTER PIE, TRY IT ON YOUR OWN**

Congratulations, you now have an instructor's account, too. Download the instructor's software at [iclicker.com/downloads/iclicker-cloud](http://iclicker.com/downloads/iclicker-cloud). Use the same username/password as your student account. Your instructor's account is always free and your student account has a 14 day free trial from today.

**PIE CONFERENCE EVALUATIONS - DAY 1**

We could use your help! Please take a moment to share your experience at the 2018 PIE Teaching Conference by completing a short online survey. Your responses are completely anonymous and will be used to improve future events. Thank you for attending Day One of the 2018 PIE Teaching Conference.



**PIE TEACHING TRAINING RECOGNITION**

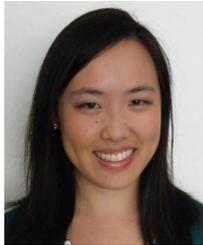
The completion of the PIE Teaching Training Recognition is a professional development activity that demonstrates knowledge obtained at the PIE Teaching Conference about FSU teaching policies and instructional strategies. The goal of this Recognition is to document that graduate TAs have developed, or are in the process of developing, a reflective teaching practice. Applicants should submit a report of insights gained by attending the PIE Conference and applying them to their own teaching practice.

**FOR COMPLETE PIE TEACHING TRAINING RECOGNITION REQUIREMENTS, PLEASE VISIT [PIE.FSU.EDU](http://pie.fsu.edu). THE SUBMISSION DEADLINE IS FRIDAY, SEPTEMBER 7, 2018**

## TA PANEL - REAL TA EXPERIENCES: HURDLES & SOLUTIONS | 8:30 AM - 9:00 AM

2017 - 2018 OUTSTANDING TEACHING ASSISTANT AWARD RECIPIENTS

Hear experienced TAs talk about challenges they have encountered in their roles as TAs, and strategies they have developed to overcome them. There will be additional time for questions and discussion.



**MELANIE HOM**  
*Psychology*



**MIKE MESA**  
*Educational Psychology & Learning Systems*

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## APPRECIATING STUDENT DIVERSITY IN THE CLASSROOM | 9:00 AM - 9:30 AM

### ELLA-MAE DANIEL

Teaching Faculty II | School of Teacher Education  
850.644.0494 | edaniel@fsu.edu



In today's context, it is critical to acknowledge the diverse beliefs, values, cultures, and perspectives students bring to the instructional environment in order to address the uncertainty that often arises in meeting the needs of the diversity students bring to the learning process. This session addresses how understanding the conditions under which student's perspectives other than our own can be used to incorporate cultural awareness into the learning process in order to demonstrate to students that you care about their cultural, emotional, and intellectual needs to create a learning space where diversity can flourish.

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## CREATING LEARNING OBJECTIVES AND SYLLABI | 9:30 AM - 10:00 AM

### KATE HILL

PIE Associate  
Department of Biological Science | kmhill@bio.fsu.edu



This session will introduce the university requirements for all course syllabi (e.g., ADA requirements, grading scale, honor code, and sexual harassment policy), suggestions for first day preparations, and recommendations for communicating learning objectives for your course. The presenter will provide online references to find each required component of your course syllabus and examples of lessons learned with other course syllabus components (e.g., attendance, class participation, required texts, and student etiquette). Lastly, the presenter will recommend techniques to translate the generic course objectives into manageable learning objectives for your students (and your lesson/lecture plans).

## PIE ON FACEBOOK

Want to get immediate information about teaching? Like us on Facebook @ [www.facebook.com/fsupie](http://www.facebook.com/fsupie)

**FOR MORE INFORMATION, PLEASE VISIT [PIE.FSU.EDU](http://PIE.FSU.EDU).**

**CLASSROOM/STUDENT ASSESSMENT | 10:10 AM - 10:40 AM**

**DR. JOE CALHOUN**

Associate Teaching Professor | Department of Economics  
850.644.7723 | jcalhoun@fsu.edu



Attendees of this session will learn the basic strategies of implementing various student assessments inside the classroom. Clickers are one form of active learning that has become widespread in both small and large classes and can be used for either formal or informal assessment.

**AMERICANS WITH DISABILITIES ACT (ADA) & STUDENT DISABILITY RESOURCE CENTER (SDRC) | 10:40 AM - 11:10 AM**

**DR. SHELLEY DUCATT**

Associate Dean/Director | The Student Disability Resource Center  
850.644.9566 | sducatt@fsu.edu



This session will introduce Teaching Assistants to The Student Disability Resource Center (SDRC), the office on campus that is responsible for reviewing documentation for students with disabilities and appropriating the academic accommodations that will support full access for classroom work. Teaching Assistants, like current faculty, will receive accommodation letters from students when they are in their courses. In this session, we will share how TAs can meet these accommodations and how the SDRC supports them in this responsibility.

*STUDENT DISABILITY RESOURCE CENTER*

*The Student Disability Resource Center is a unit of the Dean of Students Department in the Division of Student Affairs. Our mission is to collaborate with and to empower students to create an accessible and inclusive environment by identifying, minimizing, and where possible, eliminating barriers to equal access while encouraging equal participation for students with disabilities. We facilitate accommodations for students, most involving test taking and note taking services. The SDRC is located in 108 Student Services Building, which is open from 8-5 on Monday through Friday. Faculty can access information about the SDRC by visiting [www.dos.fsu.edu/sdrc](http://www.dos.fsu.edu/sdrc), calling 850-644-9566, or writing [sdrc@admin.fsu.edu](mailto:sdrc@admin.fsu.edu).*

**OUTSTANDING TEACHING ASSISTANT AWARD (OTAA)**

Sponsored annually by the Graduate School at Florida State University, these awards recognize outstanding graduate student Teaching Assistants (TAs) for their distinguished contributions to student learning through excellence in instruction. OTAA recipients receive a cash award and recognition at the annual University-wide Celebration of Graduate Student Excellence.

Award Criteria:

- Facilitates and inspires student learning
- Shows evidence of continued improvement of teaching practice
- Engages in professional growth and leadership
- Provides evidence that he/she has unique qualities that set him/her apart as a TA

Nominations open in mid to late fall and close the following January.

**FOR COMPLETE OTAA GUIDELINES AND PROCESSES, PLEASE VISIT [PIE.FSU.EDU](http://PIE.FSU.EDU).**

## EFFECTIVE TEACHING: HOW TO PLAN & PRESENT IT | 11:10 AM - 12:10 PM

### DR. ROBERT REISER

Associate Dean for Research | College of Education

<http://myweb.fsu.edu/rreiser> | [rreiser@fsu.edu](mailto:rreiser@fsu.edu)



The purpose of this session is to provide you with some useful techniques regarding how to (a) plan the instructional activities you will employ in the classroom, (b) motivate your students, (c) conduct interesting and interactive classroom sessions, and (d) increase the likelihood that your students will learn the skills you are trying to teach them. The session will include enjoyable and informative video clips from several popular movies.

Dr. Robert Reiser is the Associate Dean for Research, a Distinguished Teaching Professor and the Robert M. Morgan Professor of Instructional Systems in the College of Education at Florida State University. He has written more than seventy-five journal articles and book chapters on instructional design and technology, and five books, including *Trends and Issues in Instructional Design and Technology* (2012), which has won several awards. During the 42 years he has been at Florida State University, Reiser has received several awards, including a Developing Scholar Award, a Professorial Excellence Award, and the University Distinguished Teacher Award, the highest teaching award at Florida State University.



### PIE TEACHING ASSOCIATE ASSISTANTSHIP

This program helps to improve teaching across campus by helping departments enhance their graduate student teaching preparation programs and establish interdisciplinary connections and community among graduate students at FSU. This program is designed to be an outreach to academic departments and programs in support of individual departmental graduate student development.

### 2018 - 2019 PIE TEACHING ASSOCIATES

Name	Department
Ebone Amos	School of Dance
Vivianne Asturizaga	Musicology
John Bandzuh	Geography
Jason Barlow	Physics
Maribel Borger	Chemistry and Biochemistry
Jeffrey Conley	Economics
Ryan Donovan	Religion
Benjamin Dowd-Arrow	Sociology
Julianna Edmonds	English
Allyson Gates	History
Kate Hill	Biological Science
Jennifer Kellett	Modern Languages
Amanda Kowalsky	Psychology
Joshua Tanis	Music Theory and Composition
Spencer Youngberg	Family and Child Sciences

FOR MORE INFORMATION ABOUT THE PIE TEACHING ASSOCIATE PROGRAM, PLEASE VISIT [PIE.FSU.EDU](http://PIE.FSU.EDU).

## PIE CONFERENCE EVALUATIONS - DAY 2

We could use your help! Please take a moment to share your experience at the 2018 PIE Teaching Conference by completing a short online survey. Your responses are completely anonymous and will be used to improve future events. Thank you for attending the 2018 PIE Teaching Conference and we hope to see you again at one of our fall PIE Teaching Workshops.



## HONORS, SCHOLARS, AND FELLOWS HOUSE



### THE PROGRAM FOR INSTRUCTIONAL EXCELLENCE (PIE)

*Suite 4001E  
Honors, Scholars, and Fellows House  
127 Honors Way  
Tallahassee, FL 32306*

The Honors, Scholars, and Fellows House (HSF) is a building on campus that houses programs to support students' accomplishments in teaching, research, and higher learning. The HSF house is the home of the PIE Program and the popular Coffee Hour and Teaching Workshop Series. It is also the location of The Office of Graduate Fellowships & Awards, which helps graduate students locate external funding, and of The Fellows Society, which promotes outstanding graduate achievements and interdisciplinary learning.

All PIE workshops take place in the Great Hall, a modern and welcoming presentation place on the fourth floor of the building. Pie and coffee are common treats at the workshops. Previous selections include apple, chocolate, coconut, and key lime pies (selection may vary). Come to one of these fall, spring, or summer workshops to enjoy a slice and to enhance your teaching experience on campus.

The HSF building is located to the southeast of the Strozier Library, between Cawthon Hall and the William Johnston Building on Landis Green.

## THE GRADUATE SCHOOL

314 Westcott Bldg  
850.644.3501 | [gradschool@fsu.edu](mailto:gradschool@fsu.edu)



The Graduate School supports graduate students in every program at the Florida State University. We provide assistance in academic matters, advice on University-wide degree requirements, information on the availability of financial assistance including assistantships, fellowships and scholarships, as well as approval for theses and dissertations. All of us in the Graduate School wish you success in pursuing your advanced studies, and encourage you to contact us if you need assistance or information.

**PIE ON TWITTER!** Want to get immediate information about teaching? Check us out on [Twitter @ PIE\\_FSU!](#) Use social media tools to seek answers to questions concerning teaching at FSU, to ask others how they have done something, to inquire about program activities, to post conference announcements, or even to share your success stories.



# Program for Instructional Excellence

## 2018 Fall Coffee Hour and Teaching Workshops

Join fellow TAs and instructors to discuss strategies and techniques that promote excellence in teaching and learning. All workshops qualify for PFF, PFP, and PIE credit.

**WEDNESDAY**  
**9/5**

### **JUST IN CASE - EMERGENCY MANAGEMENT IN THE CLASSROOM**

Whether it's a medical issue, an active shooter, or a weather warning, it's impossible to predict when an emergency might occur and how you'll react in the moment. The situation is even more complicated if it happens when you're responsible for a group of students. Come find out your responsibilities as a TA and begin working on your own emergency management plan.

**3:30PM | GREAT HALL, 4TH FLOOR | HONORS, SCHOLARS, FELLOWS HOUSE**

**MONDAY**  
**9/17**

### **DESIGNING ASSIGNMENTS USING BLOOM'S TAXONOMY**

Before you create or revamp an assignment, ask yourself, "How does this assignment fit into the learning objectives for my course? What skills do I want my students to practice while doing the assignment?" Find out how incorporating scaffolding and Bloom's Taxonomy can help you answer these questions and increase your students understanding of the course material.

**3:30PM | GREAT HALL, 4TH FLOOR | HONORS, SCHOLARS, FELLOWS HOUSE**

**TUESDAY**  
**10/9**

### **TIPS AND TECHNIQUES FOR EFFICIENT GRADING**

Grading can be a daunting and time-consuming affair, but there are ways you can make the process smoother while still maintaining accurate and fair grading practices. Discover how you can save time grading across all disciplines with tips and techniques from seasoned TAs.

**3:30PM | GREAT HALL, 4TH FLOOR | HONORS, SCHOLARS, FELLOWS HOUSE**

**THURSDAY**  
**11/1**

### **ACCESSIBILITY, UNIVERSAL DESIGN, AND CANVAS**

Universal Design in education (UD) is a movement to create course materials and design learning environments that are accessible to everyone without needing to make special adaptations to your course design. At this workshop you will learn more about the principles and practice of UD and how you can make your Canvas site and digital course materials accessible.

**5:30PM | GREAT HALL, 4TH FLOOR | HONORS, SCHOLARS, FELLOWS HOUSE**

**FRIDAY**  
**11/16**

### **ENGAGING STUDENTS IN LARGE CLASSES**

Teaching a large class can be a challenging experience. What are some best practices to keep students actively learning and participating? This workshop will cover ways to keep lectures engaging and activities you can include to add variety to your teaching techniques.

**3:30PM | GREAT HALL, 4TH FLOOR | HONORS, SCHOLARS, FELLOWS HOUSE**

**TUESDAY**  
**12/4**

### **MINDFULNESS IN THE CLASSROOM - WHY AND HOW?**

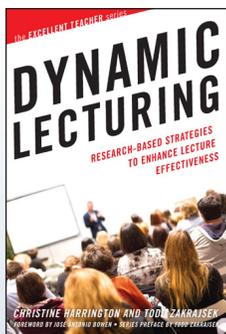
Mindfulness is not just a trendy term, it's also a growing area within higher education research. Discover why more and more instructors are incorporating mindfulness into their classrooms and how it can help your students' learning process.

**3:30PM | GREAT HALL, 4TH FLOOR | HONORS, SCHOLARS, FELLOWS HOUSE**

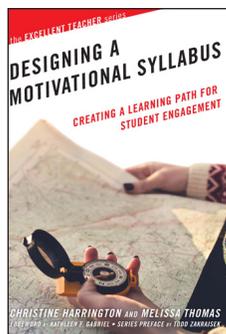


**Register at the PIE website: <http://pie.fsu.edu>.**

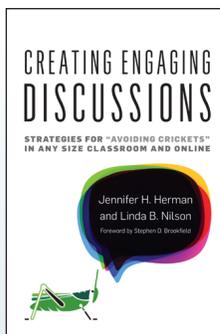
# Must-Have Teaching & Learning Resources from Stylus



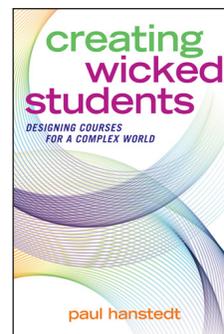
**Dynamic Lecturing**  
*Research-Based Strategies to Enhance Lecture Effectiveness*  
 Christine Harrington and Todd Zakrajsek  
 Foreword by José Antonio Bowen  
 Paper \$24.95 | E-Book \$19.99



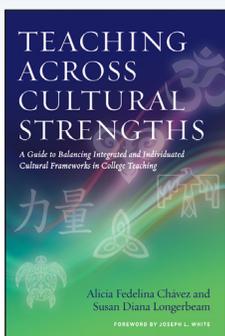
**Designing a Motivational Syllabus**  
*Creating a Learning Path for Student Engagement*  
 Christine Harrington and Melissa Thomas  
 Foreword by Kathleen F. Gabriel  
 Paper \$24.95 | E-Book \$19.99



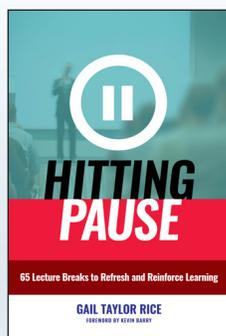
**Creating Engaging Discussions**  
*Strategies for "Avoiding Crickets" in Any Size Classroom and Online*  
 Jennifer H. Herman and Linda B. Nilson  
 Foreword by Stephen D. Brookfield  
 Paper \$27.50 | E-Book \$21.99



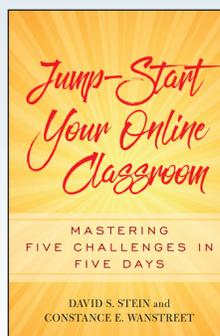
**Creating Wicked Students**  
*Designing Courses for a Complex World*  
 Paul Hanstedt  
 Paper \$24.95 | E-Book \$19.99



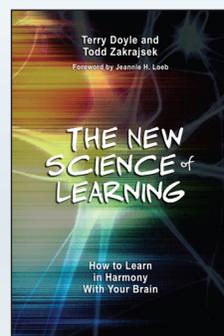
**Teaching Across Cultural Strengths**  
*A Guide to Balancing Integrated and Individualized Cultural Frameworks in College Teaching*  
 Alicia Fedelina Chávez and Susan Diana Longerbeam  
 Foreword by Joseph L. White  
 Paper \$29.95 | E-Book \$23.99



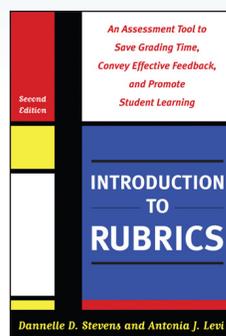
**Hitting Pause**  
*65 Lecture Breaks to Refresh and Reinforce Learning*  
 Gail Taylor Rice  
 Foreword by Kevin Barry  
 Paper \$32.50 | E-Book \$25.99



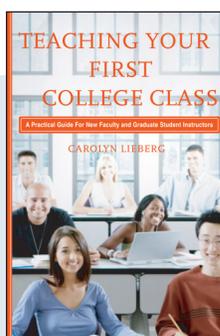
**Jump-Start Your Online Classroom**  
*Mastering Five Challenges in Five Days*  
 David S. Stein and Constance E. Wanstreet  
 Paper \$22.50 | E-Book \$17.99



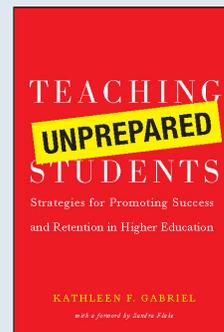
**The New Science of Learning**  
*How to Learn in Harmony With Your Brain*  
 Terry Doyle and Todd Zakrajsek  
 Foreword by Jeannie H. Loeb  
 Paper \$19.95 | E-Book \$15.99



**Introduction to Rubrics**  
*An Assessment Tool to Save Grading Time, Convey Effective Feedback, and Promote Student Learning*  
 SECOND EDITION  
 Dannelle D. Stevens and Antonia J. Levi  
 Foreword by Barbara E. Walvoord  
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**Teaching Your First College Class**  
*A Practical Guide for New Faculty and Graduate Student Instructors*  
 Carolyn Lieberg  
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**Teaching Unprepared Students**  
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