

# 2017 PIE TEACHING CONFERENCE & TA ORIENTATION



*August 23 - 24, 2017*

*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 23

- 9:00 – 9:30 AM **CHECK-IN & PICK-UP MATERIALS**
- 9:30 – 9:35 AM **WELCOME:** *Dr. Mark Riley, Interim Dean, The Graduate School*
- 9:35 – 10:00 AM **PLENARY SPEAKER:** *Dr. Lisa Scott, FSU Distinguished Teaching Professor, Teaching Faculty III, College of Communication and Information*
- 10:00 – 10:10 AM **CONFERENCE OVERVIEW/ PIE TEACHING TRAINING RECOGNITION**  
*Dr. Lisa Liseno, Assistant Dean & Director of the PIE Program, The Graduate School*
- 10:10 – 10:40 AM **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**  
*Katie Cloud, Associate Registrar, Office of the Registrar*
- 10:40 – 10:50 AM **BREAK**
- 10:50 – 11:20 AM **MAINTAINING PROFESSIONAL CLASSROOM RELATIONS**  
*Dr. Brandon Bowden, Assistant Vice President for Student Affairs, and Dr. Mary Coburn, Faculty, Higher Education*
- 11:20 – 11:50 AM **TIME MANAGEMENT: HOW CAN I DO EVERYTHING?**  
*Holly Hunt, Teaching Faculty II, Academic Center for Excellence*
- 11:50 – 12:10 PM **FSU RESOURCE PANEL**
- 12:10 – 1:10 PM **COGS SPONSORED LUNCH AND FSU RESOURCE FAIR @ HCB BREEZEWAY**
- 1:10 – 1:40 PM **PROVIDING STUDENT FEEDBACK: GRADING CONCERNS AND PRACTICES**  
*Brandon Brice, Department of Economics*
- 1:40 – 2:10 PM **ACADEMIC HONOR POLICY AND GRADE APPEALS SYSTEM**  
*Ann DelRossi, Academic Affairs Administrator, Faculty Development and Advancement*
- 2:10 – 2:20 PM **BREAK**
- 2:20 – 2:50 PM **BASICS OF TEACHING WITH TECHNOLOGY @ FSU**  
*John Braswell, Instructional Technology Administrator, Office of Distance Learning*

## THURSDAY, AUGUST 24

- 9:00 – 9:30 AM **CHECK-IN**
- 9:30 – 10:00 AM **SETTING THE TONE FOR THE SEMESTER**  
*Felicia Youngblood, Musicology, College of Music*
- 10:00– 10:30 AM **CLASSROOM MANAGEMENT**  
*Dr. Joseph Clark, Associate Director for Instructional Development, Office of Distance Learning*
- 10:30 – 11:00 AM **CREATING LEARNING OBJECTIVES AND SYLLABI**  
*Kate Hill, Department of Biological Science*
- 11:00 – 11:10 AM **BREAK**
- 11:10 – 11:40 AM **CLASSROOM/STUDENT ASSESSMENT**  
*Dr. Joe Calhoun, Associate Teaching Professor, Department of Economics*
- 11:40 – 12:10 AM **AMERICANS WITH DISABILITIES ACT (ADA) AND STUDENT DISABILITY RESOURCE CENTER (SDRC)**  
*Dr. Shelley Ducatt, Assistant Dean/Director, SDRC*
- 12:10 – 1:10 PM **COGS SPONSORED LUNCH @ HCB BREEZEWAY**
- 1:10 – 1:40 PM **TA PANEL - REAL TA EXPERIENCES: HURDLES AND SOLUTIONS**  
*2016-17 FSU Outstanding Teaching Assistant Award Recipients*
- 1:40 – 2:10 PM **APPRECIATING STUDENT DIVERSITY IN THE CLASSROOM**  
*Ella-Mae Daniel, Teaching Faculty II, School of Teacher Education*
- 2:10 – 2:40 PM **USING PERSONAL RESPONSE SYSTEMS TO ENCOURAGE CRITICAL THINKING IN THE CLASSROOM**  
*Dr. Lisa Liseno, Assistant Dean & Director of the PIE Program, The Graduate School and Zhaihuan Dai, Educational Psychology & Learning Systems, PIE Graduate Student Assistant*
- 2:40 – 2:50 PM **WHERE YOU GO FROM HERE**  
*Dr. Lisa Liseno, Assistant Dean & Director of the PIE Program, The Graduate School*



**DR. MARK RILEY**

*Interim Dean of The Graduate School  
Florida State University*

314 Westcott Building  
850.644.3501 | mriley@fsu.edu  
gradschool.fsu.edu

Dr. Mark Riley, a Robert O. Lawton Distinguished Professor, is the Interim 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  
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!

## FEELING LIKE YOUR OWN DOPPELGÄNGER: THE GRAD STUDENT WHO IS ALSO THE TEACHER | 9:35AM - 10:00AM

**PLENARY SPEAKER: DR. LISA SCOTT**

*FSU Distinguished Teaching Professor* | College of Communication and Information  
850.644.9143 | lscott@fsu.edu



Balancing teaching responsibilities when still a student can be a challenging dual role. How do you manage your time, responsibilities, and acquire the skills you need to be an effective teacher? This presentation will highlight some of the common challenges found in working as a TA and present ideas for successfully addressing these challenges.

*Dr. Lisa Scott is the Director of Clinical Education and Research Associate in the School of Communication Science and Disorders at Florida State University. She is a Fellow of the American-Speech-Language-Hearing Association (ASHA) and holds the ASHA Certificate of Clinical Competence in speech-language pathology. She is also licensed as a speech-language pathologist by the Florida Department of Health.*

*Dr. Scott received the American Speech-Language-Hearing Association's ACE Award in 2013. She was honored by FSU in 2012 with the University Excellence in Graduate Teaching Award and with the School of Communication Science and Disorders Distinguished Faculty Award in 2011. In addition, she was named FSU's Undergraduate Research Mentor of the Year in 2007 and received an Undergraduate Teaching Award that same year. Dr. Scott is also the recipient of Florida State University's 2016 Distinguished Teacher Award which is the university's top award for teaching.*

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

**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, transcripts and residency reclassification.*

**MAINTAINING PROFESSIONAL CLASSROOM RELATIONS | 10:50 AM - 11:20 PM**

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*



**DR. BRANDON BOWDEN**  
Assistant VP  
Student Affairs



**DR. MARY COBURN**  
Faculty  
Higher Education

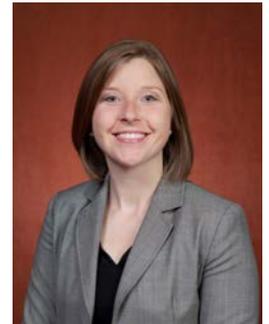
**TIME MANAGEMENT: HOW CAN I DO EVERYTHING? | 11:20 AM - 11:50 AM**

**HOLLY HUNT**

Teaching Faculty II | 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.



**FSU RESOURCE PANEL | 11:50AM - 12:10 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:*

**VIVIANNE ASTURIZAGA**

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.

## FSU RESOURCE PANEL (CONTINUED)

### ABBY SCHEEL

Research Librarian

Strozier Library, Scholars Commons  
850.644.2163 | ascheel@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 UBorrow/Interlibrary Loan service to provide research materials from libraries worldwide. Technology and assistance for digital media creation and web conferencing are also available.

### EARL CHILDERS

IT Support Specialist

HCB M-103  
850.644.2811 | childers@fsu.edu



#### CLASSROOM SUPPORT (<http://tecs.fsu.edu> or 644-2811)

Classroom Support assists instructors in Technology-Enhanced Classrooms (TEC). Training is available before classes begin and during the semester. A TEC computer account is needed for TEC computer use (Instructor Tools/TEC Instructor Computer Registration). You are welcome to use your own computer without a TEC account. Instructional software requests (Instructor Tools/Software Requests) should be made early to avoid installation delays. Teaching equipment (e.g. computer or DVD) or other TEC classroom problems (e.g. lighting) may be reported during class or outside of class. Emergency reports will be processed as quickly as possible during class. Non-emergency reports will be resolved around class times.

### DR. JUDY DEVINE

Senior Associate Dean, The Graduate School

314 Westcott  
850.644.3501 | jdevine@fsu.edu



#### PREPARING FUTURE FACULTY (PFF), PREPARING FUTURE PROFESSIONALS (PFP), AND THE PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

The Graduate School's Professional Development Workshop Series is offered annually and led by FSU faculty and administrators. These free workshops are designed for graduate students and postdoctoral fellows, and many are approved for credit towards the PFF and PFP Graduate Certificates. The Preparing Future Faculty (PFF) Program assists Florida State's doctoral students (and others headed toward academic careers) in preparing for future faculty work. Through participation in coursework, workshops/seminars, and/or online training, and mentoring, PFF Fellows increase their awareness of expectations for faculty performance and of resources available to aid in scholarly careers, and build their readiness to address research, teaching and related demands of faculty life. Fellows who meet specified requirements are awarded a PFF Graduate Certificate. To prepare graduate students for professions outside of academia, the Graduate School also offers a graduate certificate, Preparing Future Professionals (PFP). The program includes coursework, professional development workshops, an internship/practicum or interviews in the field, and resume and portfolio development.

## FSU RESOURCE FAIR DURING LUNCH IN THE HCB BREEZEWAY | 12:10AM - 1:10 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 | lsibbitt@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



### ACADEMIC CENTER FOR EXCELLENCE

University Center A, Suite 3600  
850.645.0852 | hhunt@fsu.edu

The Academic Center for Excellence (ACE) strives to be a learning center that is recognized locally and nationally for providing the highest level of service and programs to the diverse undergraduate student population of FSU. Our mission is to help undergraduate students at FSU develop the study skills and personal success habits that enhance learning and encourage the highest level of scholarship and academic achievement. We are committed to working with the University community to promote a culture of academic success, with the shared mission of helping students earn a college degree and develop effective lifelong learning skills.

### CONNOR JONES

Graduate Assistant



### HOLLY HUNT

Teaching Faculty II



### THE UPS STORE AT OGLESBY UNION

75 N Woodward Ave.  
850.561-9180 | store6133@theupsstore.com

The UPS Store at Oglesby Union has been the approved print partner for Florida State University since 2009. We print a wide array of products that our Graduate Students and TA's need such as presentation boards (for conferences or the classroom) printed on rigid foam core boards. If you need competition posters, we can provide those as well. Our TA's will also be interested in our FSUCoursePacks. Our course packs are printed on campus and delivered to the FSU Bookstore for student availability. We deliver proofs and 2 complementary copies to the Professor's office while we also clear copy-rights. The UPS Store at Oglesby Union is proud to serve our Graduate Students.

### DAVID ADAMS

Director of Sales and Marketing



### BILL WARREN

Sales and Marketing



### CULTURAL PARTNER PROGRAM

The FSU Cultural Partner Program is a collaboration between the College of Education and Center for Global Engagement designed to foster an inclusive environment among graduate students. The program pairs incoming graduate international students and domestic graduate students together to form cultural partners. Through these partnerships, graduate students have opportunities to engage in cross-cultural exchange and gain knowledge and skills. Training on cross-cultural interactions and resources for cultural exchange activities and events on campus are also included.

### JADELYN K. MARTINEZ

Cultural Partner Program, Research Assistant  
jkm16c@my.fsu.edu

### BRIDGET KIDD

Cultural Partner Program, Research Assistant  
bck13@my.fsu.edu

## PROVIDING STUDENT FEEDBACK: GRADING CONCERNS AND PRACTICES | 1:10PM - 1:40PM

### BRANDON BRICE

Department of Economics | [bbrice@fsu.edu](mailto:bbrice@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.



### **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 2017 as your course.
7. Select Save.
8. Select your course and Join the session when the iClicker Reef portion begins.



### **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.

### **TO USE ICLICKER IN YOUR CLASSES:**

Contact [Amanda.Gunnell@macmillan.com](mailto:Amanda.Gunnell@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/>

## ACADEMIC HONOR POLICY AND GRADE APPEALS SYSTEM | 1:40PM - 2:10PM

### ANN DELROSSI

Academic Affairs Administrator | Faculty Development and Advancement  
850.644.6876 | ADeRossi@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 | 2:20PM - 2:50PM

### JOHN BRASWELL

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

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 | 2:50PM - 4:00PM

### AMBER M. WAGNER

Associate Director | 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 Non-Discrimination, Sexual Harassment, and Sexual Battery policies. The purpose of this module is to acquaint you with federal and state laws regarding 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).

## FIRST DAY OF CLASS: SETTING THE TONE FOR THE SEMESTER | 9:30AM - 10:00 AM

**FELICIA YOUNGBLOOD**

*College of Music* | fky11@fsu.edu



In this session we will discuss best practices useful to Teaching Assistants in setting the desired tone for a course. Topics include suggested tasks to complete prior to the start of the course, ways in which you can engage with students and instructors at the beginning of the semester, and select resources available to support you in your role. As the saying goes, “you never get a second chance to make a first impression.” Thus, it is important to thoughtfully prepare for your first interactions with students. This session will provide you with tangible action items that will help you make a positive first impression with long-lasting results.

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## CLASSROOM MANAGEMENT | 10:00AM - 10:30AM

**DR. JOSEPH CLARK**

*Associate Director of Instructional Development* | The Office of Distance Learning  
850.645.56386 | joeclark@campus.fsu.edu



This session is designed to promote discussions about the nature of classroom incivility, particularly with respect to the ways instructors communicate their expectations to students. It will also help Teaching Assistants respond to situations as they arise and to reduce the likelihood of disruptions. Session resources include materials to help you frame the classroom experience for your students and an informational website for further exploration.

### *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.*

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## CREATING LEARNING OBJECTIVES AND SYLLABI | 10:30AM - 11:00AM

**KATE HILL**

*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 | 11:10AM - 11:40AM**

**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) | 11:40AM - 12:10PM**

**DR. SHELLEY DUCATT**

Assistant 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).*

**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 8, 2017**

## TA PANEL - REAL TA EXPERIENCES: HURDLES & SOLUTIONS | 1:10 PM - 1:40PM

2016 - 2017 OUTSTANDING TEACHING ASSISTANT AWARD RECIPIENTS

**BRANDON BRICE**

*Economics*



**HALEY GENTILE**

*Sociology*



**SEYEDAHMAD RAHIMI**

*Educational Psychology & Learning Systems*



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.

### 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. 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).

## APPRECIATING STUDENT DIVERSITY IN THE CLASSROOM | 1:40PM - 2:10PM

**DR. ELLA-MAE DANIEL**

*Teaching Faculty II | School of Teacher Education*

850.644.0494 | [edaniel@fsu.edu](mailto: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.

*Ella-Mae Daniel has 31 years experience as an educator serving in progressively responsible roles across the K-20 spectrum. As Teaching Faculty in the School of Teacher Education, she teaches undergraduate level courses, supervises teacher candidates during field practicum, coordinates two gateway teacher education programs, including supervising teaching/graduate assistants, serves on department/college/university level committees, as well as remains active in professional organizations and service within the profession. Her interests include using technology for student engagement and development during field practice, culturally relevant/responsive instructional practices, and the training and development of teachers at various professional levels: pre-service, emerging and practicing.*

**USING PERSONAL RESPONSE SYSTEMS TO ENCOURAGE CRITICAL THINKING IN THE CLASSROOM | 2:10 PM - 2:40 PM**

850.645.7318 | pie-info@fsu.edu

This session will introduce you to clicker technology, and demonstrate how to use it to give your students opportunities to think more deeply and critically about the material in order to learn – not just memorize! Our demonstration & discussion will also include the topics of peer teaching/learning, and student engagement & assessment. And you can use these learning strategies without using clickers if you prefer!



**DR. LISA LISENO**  
Assistant Dean and Director, PIE Program



**ZHAIHUAN DAI**  
Educational Psychology & Learning Systems

*Zhaihuan Dai is a PhD candidate in Instructional Systems and Learning Technologies at FSU. Her research interests include game-based learning and using virtual reality environments for learning purposes. She also works as a Graduate Program Assistant for PIE, where she helps with university-wide teaching assistant training and teaches an online course about the basics of teaching.*

**HONORS, SCHOLARS, AND FELLOWS HOUSE**



*Students enjoy many academic resources at the 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 space 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 Stroz Library, between Cawthon Hall and the William Johnston Building on Landis Green.



*March 2017 PIE Workshop: PIE Associates Kate Hill and Ana Ndumu present assessment strategies.*

**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.

# Fall 2017 PIE Coffee Hour & Teaching WORKSHOPS

*\*\*All workshop are held in The Great Hall (fourth floor) of the Honors, Scholars, and Fellows House at 3:30 p.m.*

- 9 / 8 Trigger Warning! Preparing to Teach Sensitive Topics
- 9 / 21 Reflections from a First Time Teacher
- 10 / 9 Exploring your Diversity and Inclusivity Lens: An Interactive Teaching Workshop
- 11 / 1 Planning Ahead - Designing Classes that Promote Engagement
- 11 / 16 Making Grading Manageable with Canvas
- 12 / 5 A Post-Mortem on the Fall Semester

**Free PIE and Coffee available at all workshops!**



## 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.

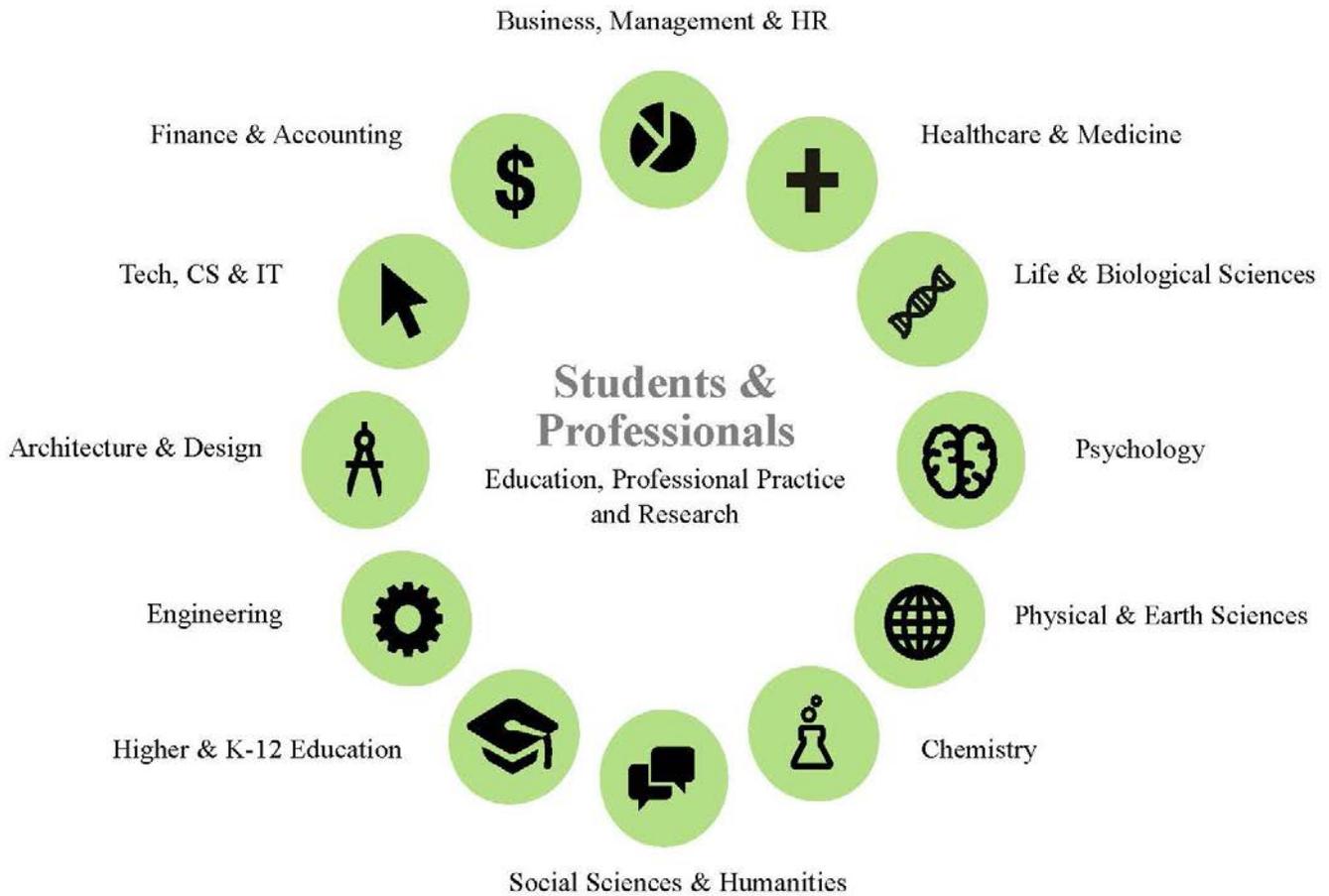
FOR MORE INFORMATION ABOUT THE PIE TEACHING ASSOCIATE PROGRAM, PLEASE VISIT [PIE.FSU.EDU](http://PIE.FSU.EDU).

## 2017 - 2018 PIE TEACHING ASSOCIATES

Name	Department
James "Matt" Anderson	Modern Languages and Linguistics
Ashley Artese	Nutrition, Food and Exercise Sciences
Jeffrey Conley	Economics
Gabriel DeMarco	Philosophy
Cameron Foltz	Religion
Haley Gentile	Sociology
Kate Hill	Biological Science
Vincent Lakey	Physics
Ramsey Mathews	English
Kate Pierson	Theatre
Maribel Portillo	Chemistry and Biochemistry
Manal Tabbaa	Psychology
Joshua Tanis	Music Theory and Composition
Fei Xing	Educational Psychology and Learning Systems

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