TA ORIENTATION/TEACHING CONFERENCE

VIRTUAL Via Zoom and Canvas
December 16 & 17, 2020
PIE Mission Statement & Goals
The Program for Instructional Excellence (PIE), a unit of The Graduate School strives to enrich the learning experience for undergraduate students at FSU by supporting the teaching efforts of graduate student teaching assistants through its various services. PIE offers professional development programs that create opportunities to foster a sense of collaboration and community among all graduate student teaching assistants, and any graduate student interested in learning about best practices in teaching and learning at FSU.

Preamble

Welcome Message from the Dean, Dr. Mark Riley

Dr. Mark Riley
Dean of The Graduate School,
E-mail address: mriley@admin.fsu.edu

"This is a very special time for you. Graduate school is a fantastic place to be. One of the things you are gonna love most is Teaching!"

Important Messages from PIE Directors

Dr. Lisa Liseno
Assistant Dean of The Graduate School, Director of The Program for Instructional Excellence and The Fellows Society
E-mail address: lliseno@admin.fsu.edu

"No matter what type of TA you serve as, it is a big undertaking and it is a lot of responsibility, but it’s also a ton of fun...."
"I want to let you know that PIE is way more than just this training that we offer twice a year. PIE offers many different types of support to TAs and other instructional staff across the university, to help you learn best practices and techniques and share ideas across disciplines, with others across the university."

Caity Kelly, M.S.
Assistant Director, Program for Instructional Excellence & The Fellows Society
E-mail address: cnk14@fsu.edu

"If you have any questions, please look at PIE's website. There is all kinds of information on there. Our organization also holds office hours. You can find information about that by self-enrolling into our TA Community Support Site. Talk to us about the challenges you may be facing in classroom, we will brainstorm with you and help you."
TA ORIENTATION/PIE TEACHING CONFERENCE
IN ONE GLANCE
December 16 & 17, 2020 (Day 1 & Day 2)
Virtual – All Trainings offered Via Zoom and Canvas Platforms

DAY 1: WEDNESDAY, DECEMBER 16/CHECKLIST FOR EACH DAY ON CANVAS & ZOOM

Asynchronous Topics (CANVAS ONLY/due 12/13) ->

*Note: Please note that each "Day" of training requires completion of both online Canvas Modules which must be completed by 12/13, and 3 live Zoom sessions. The 3 Zoom sessions for "Day 1" are on 12/16, and the 3 Zoom sessions for "Day 2" are on 12/17.

Welcome: Dr. Mark Riley, Dean, The Graduate School

Conference Overview
Dr. Lisa Liseno, Assistant Dean & PIE Program Director, The Graduate School

Family Educational Rights & Privacy Act (FERPA) _Canvas
Katie Cloud, Associate Registrar, Office of the Registrar

Academic Honor Policy and Grade Appeals System
Anne DelRossi, Academic Affairs Administrator, Faculty Development & Advancement

Discrimination – Harassment – Retaliation: Awareness and Prevention Training
Amber M. Wagner, EOC Compliance Investigator, Office of Human Resources

FSU Resource Panel
The Graduate School, FSU Veterans Center, FSU Police Department, FSU Career Center, COGS, FSU Libraries, Academic Center for Excellence, & Office of Graduate Fellowships and Awards, Adult Learning Evaluation Center (ALEC)

Time Management: How Can I do Everything?
Holly Hunt, Associate Director for Academic Center for Excellence

TA Panel for Day 1 - Real TA Experiences, Hurdles, and Solutions: General TAs 2020-21 PIE Associates

*ZOOM Sessions/Wed. 12/16
9:00-10:00 AM
*Appreciating Student Diversity & Creating an Equitable & Inclusive Classroom
Dr. Gregory Harris, Associate Dean for Academic Affairs, Associate Teaching Professor, Department of Family & Child Sciences

10:15-11:15 AM
*University Teaching Policy Panel
Amber H. Wagner, Katie Cloud, Anne DelRossi, & Joshua Morgan

11:30 AM-12:30 PM
*Basics of Teaching with Technology
John Braswell, Educational Technology Instructor, Office of Distance Learning/Canvas

DAY 2: THURSDAY, DECEMBER 17/CHECKLIST FOR EACH DAY ON CANVAS & ZOOM

Asynchronous Topics (CANVAS ONLY/Due Sun. 12/13)

Americans with Disabilities Act (ADA) and the Office of Accessibility Services
Dr. Jennifer Mitchell, Assistant Dean/Director, Office of Accessibility Services

Providing Student Feedback
Melanie Medina, 2020-2021 PIE Associate, Biological Science TA

TA Panel for Day 2 - Real TA Experiences, Hurdles, and Solutions: Instructors of Record
2020-21 PIE Associates

*ZOOM Sessions/Thurs.12/17
9:00-10:00 AM
*Maximizing Student Accessibility to Improve Learning Outcomes
Dr. John Crow, Instructional Development Faculty, Office of Distance Learning, & Dr. Jennifer Mitchell, Assistant Dean/Director, Office of Accessibility Services

10:15-11:15 AM
*Learning Objectives & Syllabi: A Foundation for Your Course
Caity Kelly, M.S. Instructional Systems & Learning Technologies, PIE/Fellows Society Assistant Director, The Graduate School

11:30 AM-12:30 PM
*Fostering Student Engagement in the Classroom
Dr. Tracie Mahaffey, Associate Teaching Faculty/Director of Undergraduate Studies, Department of Philosophy
**Pre-Conference Training Sessions**

**Day 1 Topics**

## FERPA, Grading, and Attendance Policy

*Katie Cloud*
Associate Registrar  
Email: KCloud@fsu.edu

The Office of the Registrar's online module focuses on the Family Educational Rights and Privacy Act of 1974 (FERPA) and attendance and grade submission policies. This module provides instructors an overview of FERPA, the federal privacy law that protects student records. Also covered are the functions of the Registrar’s Office at FSU, with specific emphasis placed on the attendance and grade submission policies.

## Time Management

*Holly Hunt*
Associate Director of  
Academic Center for Excellence (ACE)  
Office Location: A 3600 University Center  
Phone: (850) 645-8253  
Email: 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 Campus Resources Highlights

**Dr. Judith J. Devine**  
Senior Associate Dean at  
FSU Graduate School  
Address: 314 Westcott Building  
Email: jdevine@admin.fsu.edu

**FSU Graduate School**

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.

**Dr. Adrienne Stephenson**  
Assistant Dean,  
The Graduate School  
Director, OGFA  
Email: apstephenson@admin.fsu.edu

**Office of Graduate Fellowships and Awards**

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, scholarships, grants, 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.
FSU Campus Resources Highlights

**Dr. Jesse Klein**  
Social Sciences Research & Data Librarian  
Phone: (850) 645-6323  
Email: jrklein@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.

**Megan Crowe**  
Assistant Director, Career Advising and Counseling  
Career Liaison to Graduate and Pre-Graduate Students  
Phone: (850) 644-8139  
Email: m.crowe@fsu.edu

**FSU Career Center**  
The Career Center has creatively developed an effective, collaborative, interdepartmental array of career services for students and other University constituents. The Career Center is directly involved in instruction and research to support our mission. Although administratively located in Student Affairs, Career Center interventions impact virtually every facet of University life, including new student recruitment, employer/community relations, research, and alumni affairs.

**Michael J Morgan, Jr.**  
COGS Speaker  
Phone: (850) 644-1811  
Email: COGSSpeaker@admin.fsu.edu

**The Congress of Graduate Students**  
The Congress of Graduate Students (COGS) is the official representative body of graduate students at Florida State University. COGS represents graduate student interests to the university and community, and is empowered to issue resolutions expressing the views of graduate students and calling attention to important issues. The Congress provides graduate students with grants for conference travel, and funds programs and activities across campus that are targeted at graduate students.

**Dowon Choi**  
Graduate Assistant, ALEC  
Email: dchoi@fsu.edu

**Adult Learning Evaluation Center (ALEC)**  
ALEC offers individualized coaching services for adults (age 16+) with ADHD or those who struggle with ADHD symptoms. Those symptoms can be issues with time management, organization, executing long-term goals, attention, self-monitoring/regulation, and self-motivation. College students, future college students (senior or junior in high schools), instructors, and adults can benefit from ALEC services.
Pre-Conference Training Sessions

Academic Honor Policy (AHP)

Ann DelRossi  
Academic Affairs  
Administrator Faculty Development and Advancement  
Email: adelrossi@fsu.edu  
Phone: (850)-644-6876  
Office Location:  
115 Westcott Building

Welcome to the Office of the Vice President for Faculty Development and Advancement online module on the Academic Honor Policy and Grades Appeal System. In this module, you will learn about academic integrity and grade appeal issues at FSU. Discussion will include common misconceptions, ideas for avoiding plagiarism and cheating in the classroom, the university structures that address violations of the Academic Honor Policy, and the Grade Appeal System. The Academic Honor Policy outlines the University’s expectations for students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. This module is intended to acquaint you with the system and to inform you about the Grade Appeal System.

Non-discrimination and Sexual Misconduct Prevention

Amber M. Wagner  
EDI Compliance Investigator,  
Deputy Title IX Coordinator, and ADA Coordinator  
Phone: (850) 645-1458  
Email: amwagner@fsu.edu

In the training sessions of Discrimination-Sexual Misconduct-Title IX-Retaliation Awareness and Prevention, you will first learn about Equity, Diversity & Inclusion Office (EDI) at FSU. Discussion includes how FSU equal opportunity and compliance policies are informed by federal and state EEO laws, how you respond and report complaints related to equal opportunity and compliance, as well as what accommodations can be made for disability, religion, and pregnancy.

TA Panel—Real TA Experiences: Hurdles & Solutions (General TA)

Elizabeth Bennett -- Media/Communication Studies  
Nicholas Bower -- Physics  
Trent Call -- Family and Child Sciences  
Danielle Davis -- Musicology  
Farrah Hersh -- English  
James Howell -- Counseling Psychology and School Psychology  
Lauren Willson-- Philosophy

Welcome to the TA Panel—Real TA Experiences: Hurdles & Solutions (General TA). We have invited seven 2020-2021 PIE Associates as our panelists. You can hear these experienced TAs talk about challenges they have encountered in their roles as TAs, and strategies they have developed to overcome them.
Pre-Conference Training Sessions

Day 2 Topics

Americans with Disabilities (ADA)

Dr. Jennifer Mitchell
Assistant Dean/Director
Office of Accessibility Services
Email: jmitchell2@fsu.edu

The Student Disability Resource Center presents the online module on the Americans with Disabilities Act (1990) and the Americans with Disabilities Amendment Act (2008) at FSU. This module covers University policies aimed at maximizing student access, reducing barriers to inclusion and providing resources on campus for students with disabilities. Florida State University seeks to assure that qualified students with disabilities will not be disadvantaged because of the limitations imposed by their disability. FSU is committed to providing students with disabilities an educational opportunity equal to that of their peers without creating an unfair advantage.

Providing Student Feedback

Melanie Medina
Graduate Assistant
Biological Science
2019-2021 PIE Associate
Email: mrmedina@bio.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 addresses types of assessments, time management for graders, and tips for providing purposeful and timely feedback. We will also discuss how to use online tools to improve grading efficiency, consistency, and record keeping.

TA Panel—Real TA Experiences: Hurdles & Solutions (Instructor of Record)

Obianuju Aliche -- Health
Communications and Technology-
Mediated Communications
John Combs -- Music Theory
Rossana Cauti -- Applied Performance-
Strings
Nora Donoghue -- Classics
TehQuin Forbes -- Sociology
Rebekah Gordon -- Religion
Emily Snowden -- School of Teacher Education - Early Childhood

Welcome to the Day 2 TA Panel—Real TA Experiences: Hurdles & Solutions (Instructor of Record). We have invited seven 2020-2021 PIE Associates as our panelists. You can hear these experienced TAs talk about some issues that occur in the classroom, in-person and/or virtual, as well as suggestions for dealing with the issues and showing your care for the students.
Appreciating Student Diversity & Creating an Equitable and Inclusive Classroom

Dr. Gregory J. Harris
Associate Dean for Academic Affairs &
Associate Teaching Professor
Family & Child Sciences
Contact: gjharris@fsu.edu

As a Family scientist, I am interested in inequities in the psycho-social and health status among ethnically diverse families across the life course with a particular interest in mid-life and older populations. Family stress, violence, mental health, substance abuse, and disease prevention are of primary interest to me within the context of the family and the community.

FSU Policy Panel

Zoom: Wed. December 16, 10:15 AM-11:15 AM

Katie Cloud
Associate Registrar
Office of the Registrar

Ann DelRossi
Academic Affairs
Administrator Faculty Development and Advancement

Joshua Morgan
Program Manager,
Academic Integrity Faculty Development and Advancement

Amber M. Wagner
EDI Compliance Investigator,
Deputy Title IX Coordinator, and ADA Coordinator

Basics of Teaching with Technology @ FSU

Zoom: Wed. December 16, 11:30 AM-12:30 PM

John Braswell
Educational Technology Instructor, ODL/Canvas
Phone: 850-645-0469
E-mail: jbraswell@campus.fsu.edu

John Braswell has provided training and outreach support in instructional technologies to the FSU community for over 25 years. He consults with faculty to maximize the use of instructional tools in their course delivery while helping them align their course design with the Quality Matters rubric. He assists colleges and departments in identifying the support technologies needed to launch online degree programs.
Maximizing Student Accessibility to Improve Learning Outcomes

Dr. Jennifer Mitchell
Assistant Dean/Director
Office of Accessibility Services

Dr. John Crow
Office of Distance Learning
E-mail: jlcrow@campus.fsu.edu

The Office of Accessibility Services (OAS) serves as a resource for students, faculty and staff of the university in relation to the provision of accommodations for the unique needs of students.

Dr. John Crow plays a leading role in the university's development and implementation of accessibility and universal design to promote an inclusive learning environment.

Learning Objectives & Syllabi: A Foundation for Your Course

Caity Kelly, M.S.
Assistant Director, Program for Instructional Excellence & The Fellows Society
E-mail: cnk14@fsu.edu

Caity Kelly is a two-time FSU alumnus, with her bachelor’s degree in Psychology and her master's degree in Instructional Systems and Learning Technologies. In these fields, she has studied various concepts of learning theory, instructional design, media/technology, and best practices in teaching. She loves teaching and cultivating professionalism/best practices in the field of education as well as designing various instructional support resources.

Fostering Student Engagement in the Classroom

Dr. Tracie Mahaffey
Associate Teaching Faculty
Director of Undergraduate Studies
Department of Philosophy
E-mail: tlmahaff@fsu.edu

I have been a faculty member in the Philosophy Department since 2010. I currently serve as Senior Teaching Faculty and Director of Undergraduate Studies. During my time at FSU, I have created 6 new courses and I have taught over 20 different courses.
## My Notes:
### Day 1 Zoom Sessions
**Wed. 12/16/2020**

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<td>Basics of Teaching with Technology</td>
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### My Notes:
**Day 2 Zoom Sessions**
Thur. 12/17/2020

#### 9:00-10:00 AM

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#### 11:30 AM-12:30 PM

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Highly Requested

PIE Coffee Hour & Teaching Workshop: Facilitating Classroom Discussion (1/13/2021)

PIE Virtual Events in Early Spring

PIE Coffee Hour & Teaching Workshop: Supporting Students in Times of Stress

Curious about resources and processes for supporting students in various areas of academic, mental, and physical well-being? Come check out our PIE workshop! This event will feature a panel of student support organization representatives with overviews of their services and time for Q&A. Feel free to bring your questions!

**EVENT DETAILS**

**Date/Time:** Thurs, January 21, 3:00-4:30 PM

PIE Coffee Hour & Teaching Workshop: How to Create a Teaching Portfolio

Creating a teaching portfolio is an important way to illustrate the strategies and techniques you use to help support and encourage student learning. It also gives you the opportunity to reflect on your teaching and ways to improve for the future, addressed.

**Date/Time:** Friday, 2/05, 3:00-4:30 PM

PIE Coffee Hour & Teaching Workshop: Creating a Diversity Statement

**Event Details**

**Date/Time:** Monday, 2/08, 1:00-2:30 PM

SPRING 2021 READING GROUP

Information coming soon...
During the challenging time we have been experiencing, you might feel alone, disconnected. We would once again reassure you that the PIE family is here to support you. We encourage you to reach out and make new connections. Feel free to contact PIE when you have instruction-related questions, or when you just want to share your TA experiences with another who understands. Click on the icons below to:

Postscript

Everyone of the PIE family contributed to Spring 2021 TA training. As always, PIE strives to enrich the learning experience for undergraduate students at FSU by supporting the teaching efforts of graduate student teaching assistants through its various services.