2020-2021 FASE TEACHING ASSISTANT (TA) TRAINING PLAN (NEW AND RETURNING TAS)

Training for First-Contract TAs (covers 4 hours of paid training):

All new TAs are entitled to 4 hours of paid TA training from their hiring department. This training is mandatory and is required by the collective agreement. Below is information on how you can fulfil the 4-hour paid training. This training can be customized but attending Part 1 is highly recommended and there is a <u>mandatory</u> asynchronous component for all new TAs which is Part 2 A).

Part 1: Synchronous Session on Bb Collaborate on the Quercus FASE TA Training site

Thursday Sept 3, 10-12pm (*worth 2 hours of paid training*)

How to enrol in the FASE TA Training Quercus web site and access Bb Collaborate:

Fill out the **registration form** and you will be invited by email to access the FASE TA Training Quercus website and access BB Collaborate. Please allow up to 24 hours after you register to be added to the Quercus. Contact gradstudies@ecf.utoronto.ca if you are not added by that time.

Preliminary agenda:

- Welcome and Introduction
- How to Customize your Training
- Tips for Virtual Classroom Management
- Meet your CUPE 3902 Unit 1 rep
- FASE TA Community and Introduction TA Mentors and Mentorship Program

NOTE: It is highly recommended that you attend the FASE-specific synchronous session on September 3, 10am-12pm. If it is impossible, this part can be substituted by attending the **2-hour synchronous TATP sessions** for <u>Science & Engineering</u> offered on various days in September. In that case, you can register here: https://tatp.utoronto.ca/job-training/ta-info/, and go to **2-Hour Synchronous Training Sessions**

Part 2: Self-Directed TA Training (*worth 2 hours of paid training*)

Please complete by October 1st, 2020 for Fall 2020 contracts.

A) MANDATORY FOR ALL NEW TAs: Core FASE TA Training Quercus Modules

Asynchronous online training **worth 1 hour of paid** training in total for 5 modules

Topics:
- Protecting Student Privacy
- Protecting Student Privacy (Virtual Instruction)
- Academic integrity
- Identify, Assist, Refer (IAR)
- Equity, Diversity and Inclusion

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B) Elective Training Components (*worth 1-hour total of paid training)* [§]

*While First Time TAs are required to complete the required modules on the TA Training Quercus site, there are several optional modules, and a discussion board, all meant to be ongoing resources for TAs to use

	Additional Auxiliary Quercus FASE TA Training Modules*	or	**Sessions during TATP Online TA Week 2020 (Aug 31 to Sept 3, 2020)**	or	**TATP Job Training**
Delivery Type	Asynchronous		Synchronous		Asynchronous
Modules	• Being a TA in an online setting • Planning for your tutorial • What comes before marking		Any training sessions marked with a star (*) can be used – see website below		Any 1-hour asynchronous online modules.
Access and registration	Via Registration and invitation – see above **Registration form.**		https://tatp.utoronto.ca/events/online-ta-week/		https://tatp.utoronto.ca/job-training/ta-info/ go to: 1-hour asynchronous online modules

[§]Under specific conditions, additional paid training might be available with the approval of the hiring department.

Training for Returning TAs:

Returning TAs may request from their hiring department additional paid training because they are teaching a tutorial in a different category from the one for which they were initially trained, or they require additional training in online/remote teaching. They should confirm the relevant training and number of paid hours with the hiring department.

All synchronous sessions, asynchronous modules and resources listed above for TA training new TAs (from FASE or TATP) are available to returning TAs. The hiring department will confirm which ones are eligible for paid training for a specific TA position. Some resources for returning TAs are listed below:

1) FASE TA training Quercus site has a pathway for training returning TAs:

> **How to enrol in the FASE TA training Quercus site if you have not already:**
>
> Fill out the **registration form** and you will be invited by email to access the FASE TA Training Quercus website and access BB Collaborate. Contact gradstudies@ecf.utoronto.ca if you are not added by that time.

2) In addition, TATP has a web page that specifically presents resources for training returning TAs: https://tatp.utoronto.ca/job-training/ta-info/returning-tas/

3) TA Training week (August 31 to Sept 3, 2020): https://tatp.utoronto.ca/events/online-ta-week/