



# FIRST-YEAR EXPERIENCE

512 471 4421 • Flawn Academic Center, room 338

## **Teaching Certificate in First-Year Interdisciplinary Instruction Requirement Checklist**

The School of Undergraduate Studies, in collaboration with the Sanger Learning Center and UT Library Instruction Services, has created a support program to help Signature Course TAs develop and document their teaching effectiveness as discussion leaders. The unique challenges of serving as a TA for a Signature Course includes helping first-year students develop college level skills in writing, speaking and discussion. A certificate has been designed to reward teaching assistants for assuming the additional challenges of teaching in this interdisciplinary context and participating in training. Graduate students who fulfill the requirements listed below will receive a Teaching Certificate in First-Year Interdisciplinary Instruction from the School of Undergraduate Studies. ***Below is a list of the requirements:***

**1) TA Orientation:** Introduction to the concept of Signature Courses and your role and responsibilities as a teaching assistant. Our orientation is mandatory for TAs new to the Signature Course program and recommended for returning Signature Course TAs.

Date Completed \_\_\_\_\_

**2) Cohort Meetings:** As a Signature Course TA, you will be meeting every other week with a small cohort of other Signature Course TAs for on-the-job support and professional development. A Learning Specialist from the Sanger Center will facilitate the group. These bi-weekly meetings will provide a unique opportunity to share your experiences with other TAs, troubleshoot session challenges, and observe one another in the classroom. You'll learn new strategies for leading discussion, improve the learning outcomes for your students, and enhance your own teaching portfolio.

Total number of sessions attended (0-7): \_\_\_\_\_

**3) Observation:** TAs are observed by Sanger Center Staff and given feedback in a follow-up meeting with their observer. If you have questions or would like additional information regarding observations, please contact The Sanger Center.

(Observation) Date Completed \_\_\_\_\_

(Follow-up Meeting) Date Completed \_\_\_\_\_

**4) Student Feedback:** TAs will solicit mid-semester feedback from their students before the 8<sup>th</sup> week of classes by asking specific questions about discussion sessions. Soliciting feedback at this time allows TAs to make adjustments that address student concerns, improve their teaching effectiveness, and increase overall student satisfaction with the course. The results of this evaluation are confidential.

Date Completed \_\_\_\_\_

**5) Reflection Essay:** A short (1-2 page) essay on feedback you received about your discussion section and teaching, and how you applied that feedback to better meet the learning needs of students. Consider a variety of feedback sources: for example, student mid-semester feedback forms, peer observation, Sanger Center observation, other TAs in your cohort, self-reflection, etc.

Date Completed \_\_\_\_\_



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