TCU College of Education

Teaching Assistant Handbook

2014-2015

Welcome to the College of Education!

We offer well established and widely recognized programs within the field of education. Thank you for selecting one of our programs for graduate school.

Please read this handbook as you begin your experience as a teaching assistant. In your appointment letter, you were assigned a specific number of hours to work for a professor each week. The work that you will do with the professor may involve helping him/her with teaching activities or research. Please clearly communicate with your professor.

If you have questions or concerns about your assistantship, please feel free to contact me. I wish you the best this school year!

Sincerely,

Jan Lacina

Jan Lacina, Ph.D.
Associate Dean, Graduate Studies
College of Education
Texas Christian University
j.lacina@tcu.edu

CONTENTS

Aug 24, Sun Last day of pre-registration
Aug 25, Mon First day of classes for this session
Aug 29, Fri Last day for new enrollments or changes to existing enrollments
Sep 01, Mon Labor Day Holiday
Sep 08, Mon Last day to withdraw at 75% tuition refund (hour students only)
Sep 15, Mon Last day to withdraw at 50% tuition refund (hour students only)
Oct 10, Fri Semester recess 10 pm
Oct 15, Wed Semester break ends. Classes resume at 8:00 AM
Oct 16, Thu Last day to drop for this session.
Oct 17, Fri Last day to select P/NC for this session
Oct 23, Thu Last day to remove "I" grade from prior long semester
Nov 25, Tue Thanksgiving Holiday Classes recess at 10:00pm
Nov 27, Thu Thanksgiving Day
Nov. 28, Fri University Closing
Dec 11, Thu Study day
Dec 12, Fri Study day
Dec 15, Mon Final exams begin. See final exam schedule
Dec 17, Wed Graduating students grades due to Registrar by 5PM
Dec. 19, Fri End of Session
Dec. 20, Sat Baccalaureate and commencement

http://www.reg.tcu.edu/3_acad_cal_tab.asp

CRITERIA FOR APPOINTMENT AS A TEACHING ASSISTANT

1. A Teaching Assistant (TA) must enroll as a full-time graduate student (9 hours of graduate coursework) each semester during which a tuition award is drawn.

2. Students enrolled in the Four-One Program must have completed all requirements for the undergraduate degree in order to receive graduate financial aid.

3. If a student's teaching assistantship work is not satisfactory, the appointment may be terminated based on review of the supervising professor and the Associate Dean of Graduate Studies.

4. Recipients of awards are required to pay the tuition not covered by the award.

5. The University assumes that the student's primary obligation is toward graduate study. The Associate Dean may review outside employment and require the student to modify the commitment or relinquish the financial aid appointment.

6. If the TA drops courses that cause the enrollment to fall below the minimum full-time academic load, he or she will be requested to vacate the appointment.

7. The tuition assistance award is used during the appointment and may not be carried over for another term or semester.

8. The tuition assistance award covers courses that will be credited towards the student's degree. This may include prerequisites set by the College.

9. No coursework for which tuition assistance is received may be taken outside the College of Education without prior approval from the advisor and the Associate Dean of Graduate Studies in the College of Education.

Pearson LearningStudio FACULTY TIPS

Some helpful hints for faculty when using Pearson LearningStudio (eCollege):

- On Course Home, go to Author Mode and place your course name and number in big bold letters. There is a template built for you to just go in and add the course name and number.
- There is information regarding how to get help and how to go to the Student Online Tutorial for students new to eCollege
- Please go in and write how students are to get started. One example is "Select the syllabus link above and begin by reading the syllabus. Once done visit the Student Cafe and introduce yourself. Go to Unit 1 and review the lecture.
- The syllabus listed in this course is a template you can use by completing the blank remaining items. You can do this by selecting the Syllabus content item, select Author tab and adding the missing items.
- Copying and pasting from MS Word. Faculty should save their MS Word documents in Web page filtered. This will remove any additional Microsoft tags found in MS Word. Saving the MS Word file in Web page filtered option will allow a clean copy and paste into eCollege.
- To remove any items you do not want listed in this shell, select the content item, select Author tab, and delete the content.

For online faculty resources for Pearson LearningStudio, visit the Koehler Center webpage at:

http://www.cte.tcu.edu/edtech/pearson-learningstudio/

For further Pearson LearningStudio (eCollege) assistance contact:

eLearning@tcu.edu
817-257-7433

GENERAL APA GUIDELINES

Papers should be typed and double-spaced with 1-inch margins on all sides. Font should be Times New Roman or something similar and 10-12 pt.

REFERENCES
- Alphabetize references by author surnames and use a hanging indent of five spaces.
- **DO NOT** capitalize titles of articles aside from the first letter of the first word. **DO** capitalize journal titles.

Books:
Author, A. A., Author, B. B., & Author, C. C. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Cleary, B. (1995). *Ramona the brave*. New York: HarperCollins.

Articles in Periodicals:
Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages.

Berson, I. R., & Baggerly, J. (2009). Building resilience to trauma: Creating a safe and supportive early childhood classroom. *Childhood Education, 85*(6), 375-380.

PARENTHETCAL CITATIONS
- Include the author and year with all material you refer to or paraphrase
- Use parenthetical citations that emphasize author and timeliness when you paraphrase: **(Author, year)**
  - ex: (Black, 2004)
  - ex: (Jones, Moore, & Pearson, 2010)
  - ex: According to Black (2004)…
  - ex: A 2004 study by Black indicated that…
- Include page numbers in the citation when you use a direct quotation: **(Author, year, p. #)**
  - ex: (Black, 2004, p. 62)
  - ex: (Jones, More, & Pearson, 2010, p. 12)
  - ex: …noted Black (2004, p. 62)
  - ex: Black (2004) noted….(p. 62).

BLOCK-QUOTING
- If a quotation contains more than 40 words, you will need to block-quote it. To do so, start the quote on a new line, indent each line five spaces, and omit quotation marks.

WORKS WITH MULTIPLE AUTHORS
- For sources with **three to five** authors, list all names the first time you cite the source in your text. In subsequent parenthetical citations, use the first author's surname followed by "et al." (with a period after "al").
  - First parenthetical note: (Fisher, Taylor, Leggot, Stewart, & Maroney, 2010)
  - Subsequent parenthetical notes: (Fisher et al., 2010)
- For sources with **six or more** authors, use the first author's surname followed by "et al." in all parenthetical citations, but list all authors in your reference entry.
  - Parenthetical note: (Sowards et al., 2002)
  - Reference list: Sowards, C. S., Kroon, C. J., Marney, M. M., Espinosa, P. A., Mladdenoff, A. G., & French, C. M. (2002)…
- For sources with **eight or more** authors, use the first author's surname followed by "et al." in all parenthetical citations, and use an ellipsis between the sixth and last authors' names in your reference entry.
  - Parenthetical note: (Brent et al., 2001)
  - Reference list: Brent, D. S., Canterbury, T. H., Clarke, J. T., Finch, C. T., Keenan, G. S., Malone, K.B., . . . Tinsley, D. B. (2001)…

Information Adapted from Purdue's OWL Website: http://owl.english.purdue.edu/

- Use easy to read san-serif fonts such as Arial

- Clearly label each slide

- Select a bigger font or a different color for titles so they will stand out

- Keep PowerPoint backgrounds consistent and subtle

- Keep the design clean and uncluttered

- All graphic should relate to, and enhance the quality of the slide

- Limit the number of graphics on each slide

- Try to be consistent in your use of graphics throughout the presentation (cartoons, photographs, clip art, etc.)

- Limit the number of colors on each screen (no more than four colors is a good rule of thumb)

- Use dark text on a light background OR light text on a dark background

- For bullet points, include no more than six words per line and six lines per slide

- Always check spelling and grammar

Tips adapted from: http://www.cheney268.com/training/powerpoint/powerpointtips.htm

KOEHLER CENTER FOR TEACHING EXCELLENCE (http://www.cte.tcu.edu)

The Koehler Center provides information and support specific to the needs of graduate students and teaching assistants.

TCU GRADUATE STUDIES (http://www.graduate.tcu.edu/)
Sadler Hall, Suite 208
817-257-7515

This office helps students select an area of graduate study that suits them. TCU offers graduate education in more than 60 programs.

RESEARCH & CREATIVE SCHOLARSHIP (http://www.research.tcu.edu/)
Sadler Hall, Suite 14
817-257-7516

The office of Research and Creative Scholarship is dedicated to serving the TCU Community by providing information, personal assistance, services, and programs to those who seek financial support for scholarly endeavors.

CAMPUS LIFE (http://www.campuslife.tcu.edu/)
Sadler Hall, Suite 101
817-257-7926
campuslife@tcu.edu

Campus life provides the following services to TCU students:
- Assist with student concerns
- Help resolve personal emergencies
- Promote healthy lifestyles
- Maintain community standards
- Help students achieve academic and personal success

GRADUATE STUDENT SENATE (http://www.gss.tcu.edu/)

The Graduate Student Senate (GSS) is the official representative body for graduate students at TCU. This organization provides a forum for discussing issues, coordinating efforts, and promoting graduate programs with the administration.

TCU MISSION STATEMENT

To educate individuals to think and act as ethical leaders and responsible citizens in the global community

TCU VISION STATEMENT

To create a world-class, values-centered university experience for our students

CORE VALUES

TCU values academic achievement, personal freedom and integrity, the dignity and respect of the individual, and a heritage of inclusiveness, tolerance and service

POLICIES AND PROCEDURES FOR STUDENTS

Students who enroll at Texas Christian University are obliged to conduct themselves in a manner that is compatible with the University's function as an educational institution. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the University and will be held responsible for compliance with them. Students are also expected to comply with all federal, state and local laws. This principle extends to conduct off campus that is likely to have an adverse effect on the University or on the educational process of any student. Students may be held accountable by Texas Christian University and by police agencies for the same instance of misconduct.

Reported violations of the Code of Student Conduct are investigated and resolved by staff members in the Division of Student Affairs under the general supervision and direction of the Campus Life Office.

The Bill of Student Rights and the Code of Student Conduct are included in this handbook. These documents guide the student discipline and grievance processes. Students are expected to know the Code of Student Conduct and follow these guidelines. Highlighted below are descriptions of a few of the most important policies for students to understand.