

**In-Service Incoming TA meeting**  
**Graduate Student Teacher Training Seminar (GSTTS)**  
**Wednesday, August 14, 2013**  
**1:00 - 4:00pm**

1. Introductions
2. What would you like to get out of this course?
  - Groups discuss write on the board, then address the topics
3. Expectations and organization of the course.
  - The course has 8 meetings including this one.
  - Each meeting is an hour and 50 minutes, once every two weeks
  - The first meeting will be August 27th
  - Attendance and completion of assignments will factor into your grade (or pass/fail)
  - participation also factors into your grade
4. Individual presentations and discussion
5. Break (10 minutes)
6. Handbook topics:
  - a. FERPA
  - b. Accessibility services - mention this on the first day and have your students let you know if they are accessibility services in private.
  - c. Appropriate dress and conduct
    - inappropriate messages on clothing
    - clothing of appropriate length and coverage for both men and women
    - A general rule of thumb is to wear and say things that you would wear and say in front of your grandparents (that still think highly of you)
    - You do not need to be their buddy or friend, make this clear from the start.
  - d. Inappropriate classroom topics: politics, sex, money, religion.  
Anything that could potentially be misconstrued as offensive. ("La encantada")  
If it seems like a gray area, or you need to ask someone else if it is appropriate, it probably isn't.
  - e. disruptions  
cell phones, computers, games, discussions, anything that is not by the books.

f. Cheating

Yes it does happen, what is the best way to handle this: multiple copies of tests, sign in/sign out sheets. Address your feelings about cheating in the first class. If you have suspicions, what can you do?

1. Other topics:

-you should never cancel class

-You can get subs if you need to, but do that well in advance when you know you will need it

-Being a grad student and teaching is stressful, but you have lots of support.

Student health has counseling, you get 2 discount massages per semester, there are plenty of people to ask questions of if you need to.

7. Discussion - Good Teacher/Bad Teacher

8. First week: Syllabus, preparing for class, good ways to get the semester started.

Syllabus -

1. Be prepared! Teaching is 90% prep. We cant over emphasize this.

-know what supplies you need

-know where your class is

-know if there is a class in the same room before and after you

-make sure you can login to the computer if you need it

-Is the clock in your room accurate (NEVER take your cell phone out during class)

-what happens if your classroom is locked

-have notes prepared in advance, including extra notes in case you have more time that you thought you would.

-consider what could be confusing or unclear in the notes/problems you plan to present:

-example:  $(4 - 9/2)^2 = (5-9/2)^2$

-  $(1+x)/(1-x) >= 1$

-structure your class with breaks for group work, or problems.

-lecture class, break-up with problems

-recitation, group work

-other support features: video, web, online material

-flexibility, make sure to allocate time for questions

-engaging the class

-Group work/Time management

-Learning students names

-debrief yourself following class, see what worked and what didn't work

9. Homework/Next meeting: Keys, Books, Copies, Read the handbook. Grading!

**Homework due next class (August 27th, 3:30-5:20pm):**

- Make sure you are registered for this seminar: Math 605, section 3, CRN: 45967
- Read the handbook (there will be a quiz)
- Get your office keys
- Make sure your UNM ID is active for the copier (you have to have it activated first)
- Get a textbook for your class if required
- Grade the three problems attached