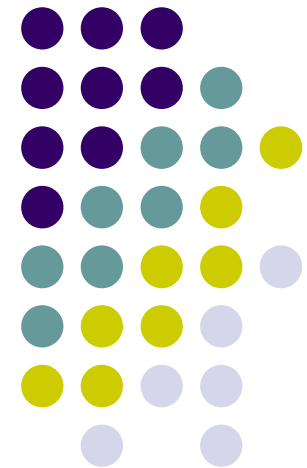


# US Classroom Culture: Dealing with Difficult Situations as a TA

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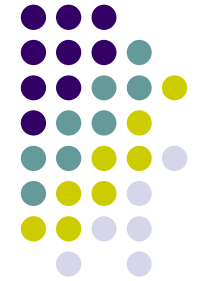
English for Academic Purposes  
Workshop Series



# Graduate School Professional Development Activities Checklist

	Department and Discipline	Research	Teaching	Career	Ethics
<b>Early Stage</b> (coursework; pre-doctoral)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn about programs and resources</li> <li><input type="checkbox"/> Synch to the professional development calendar</li> <li><input type="checkbox"/> Develop a strategic plan with your academic adviser</li> <li><input type="checkbox"/> Meet with your subject librarian</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore resources for internal and external grants and fellowships</li> <li><input type="checkbox"/> Sign up for COS and register professional profile</li> <li><input type="checkbox"/> Apply for grants and fellowships</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore Kaneb Center programs and resources</li> <li><input type="checkbox"/> Attend TA Orientation</li> <li><input type="checkbox"/> Begin working toward teaching certificates</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore Career Center programs and resources</li> <li><input type="checkbox"/> Complete a self-assessment</li> <li><input type="checkbox"/> Build your campus network</li> <li><input type="checkbox"/> Build your CV</li> <li><input type="checkbox"/> Attend job talks in your department</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore Office of Research, Riley Center, and Center for Ethics and Culture</li> <li><input type="checkbox"/> Complete Responsible Conduct of Research (RCR) training</li> <li><input type="checkbox"/> Complete the required ethics workshop</li> </ul>
<b>Mid Stage</b> (master's research; candidacy exams)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess your strategic plan</li> <li><input type="checkbox"/> Meet departmental milestones</li> <li><input type="checkbox"/> Develop a network within your department</li> <li><input type="checkbox"/> Pursue leadership and service options</li> <li><input type="checkbox"/> Join professional organizations and build your external network</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in academic writing workshops</li> <li><input type="checkbox"/> Attend and present at conferences</li> <li><input type="checkbox"/> Apply for grants and fellowships</li> <li><input type="checkbox"/> Volunteer as a journal reviewer</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a mentored teaching experience</li> <li><input type="checkbox"/> Take a summer teaching course</li> <li><input type="checkbox"/> Arrange for teaching observation/consultation</li> <li><input type="checkbox"/> Start building portfolio</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore career opportunities for your field</li> <li><input type="checkbox"/> Identify your transferable skills</li> <li><input type="checkbox"/> Draft application materials</li> <li><input type="checkbox"/> Seek internship opportunities</li> <li><input type="checkbox"/> Attend job talks in your department</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reflect on the ethical dimensions related to your research</li> <li><input type="checkbox"/> Attend ethics and compliance lectures</li> </ul>
<b>Late Stage</b> (dissertation; job search)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Request references and identify job opportunities</li> <li><input type="checkbox"/> Mentor junior students</li> <li><input type="checkbox"/> Meet all deadlines</li> <li><input type="checkbox"/> Write and practice your job talk</li> <li><input type="checkbox"/> Attend a dissertation defense</li> <li><input type="checkbox"/> Report placement to Graduate School</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Form a dissertation reading/writing group</li> <li><input type="checkbox"/> Build international and interdisciplinary network</li> <li><input type="checkbox"/> Publish your research</li> <li><input type="checkbox"/> Devise a 5-year research plan</li> <li><input type="checkbox"/> Apply for dissertation fellowships</li> <li><input type="checkbox"/> Identify funding sources for continued research</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Apply for advanced teaching certificate</li> <li><input type="checkbox"/> Pursue "Instructor of Record" opportunities</li> <li><input type="checkbox"/> Finalize portfolio</li> <li><input type="checkbox"/> Develop teaching demonstration for academic interview</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize job application materials</li> <li><input type="checkbox"/> Tap into your professional network for job opportunities</li> <li><input type="checkbox"/> Learn how to interview and negotiate</li> <li><input type="checkbox"/> Attend job talks in your department</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in an ethics class</li> <li><input type="checkbox"/> Serve as a role model for junior graduate students on negotiating ethical issues in your research</li> <li><input type="checkbox"/> Attend ethics and compliance lectures</li> </ul>

# Professional Development at Notre Dame

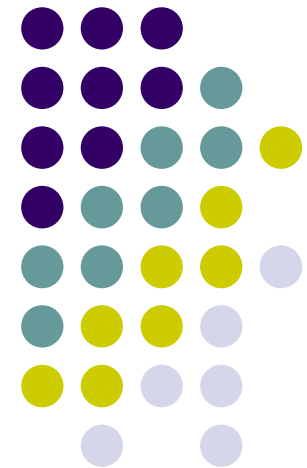


- Check out the list of upcoming workshops on the Graduate School's website:

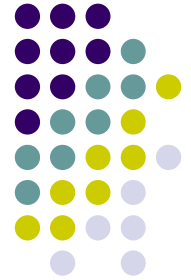
- [www.nd.edu](http://www.nd.edu)

# Introductions

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# Write/Pair/Share



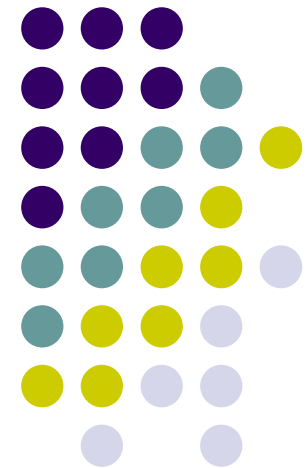
- What difficult situation have you encountered or do you fear you might encounter?
- Take 3 minutes to write about it.

# A Student Has Trouble Understanding You

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What would you do?

<http://www1.umn.edu/ohr/teachlearn/tutorials/conflict/scene7/index.html>

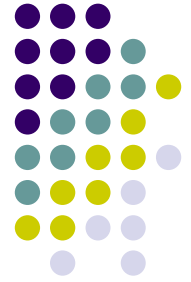


# When English is your second language



- Be honest about your English...
- ...but never apologize for it.
  
- Create an environment in which students feel comfortable asking you to repeat or rephrase what you have said when they don't understand you.
  
- And speak slowly!

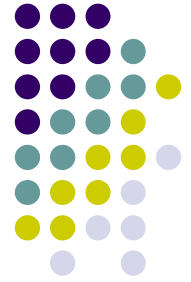
# Benefits of Building Rapport with Your Students



- Mitigates TA's and students' fears about your English abilities
- Students will feel more comfortable asking you to repeat yourself
- Students will be more willing to participate and ask questions



# Suggestions for Building Rapport with Your Students



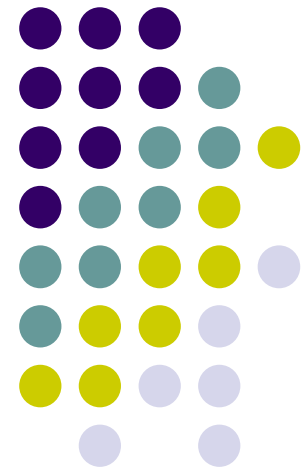
- Tell your students a little bit about yourself and where you are from.
- Learn your students' names as quickly as possible.
- Talk with students before and after class; get to know something about them.

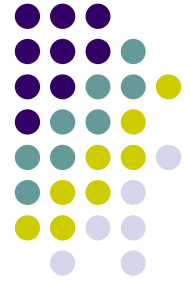
# Students Complain about Grades

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What would you do?

<http://www1.umn.edu/ohr/teachlearn/tutorials/conflict/scene1/index.html>



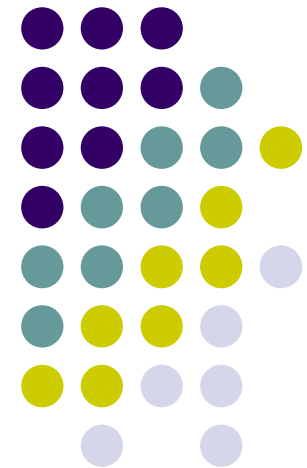


# Prevention

- Clarify expectations
- Have a clear grading policy
- Treat all students fairly
- Present to students as “How to Succeed in this Course”

# Awkward Situations in the Classroom

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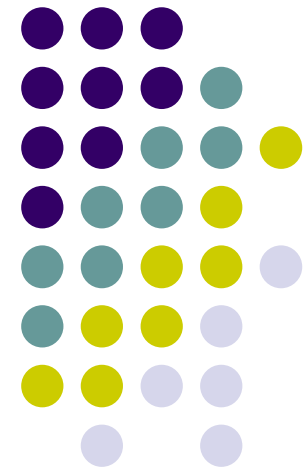
# Awkward Situations in the Classroom



- Sometimes students will engage in rude or inappropriate behavior.
  - Sleeping or texting during class
  - Asking very personal questions
- Remember that you are the authority figure.
- Note improper behavior and expect the student to fix it.
- Have you experienced awkward situations where you weren't sure what to do?

# Activity

What would you do?



# General Issues for All TAs and Professors

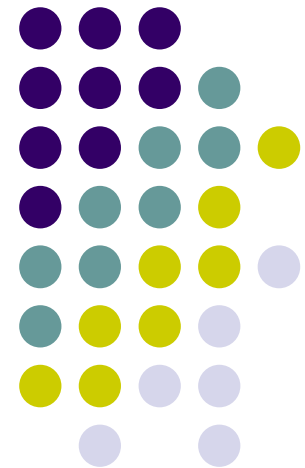


- Students do not prepare for class
- Students are inattentive or reluctant to participate
- One or two students participate too much
- Students cheat or plagiarize
- Controversial discussions become heated debates and some students are alienated

# The Kaneb Center

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<http://kaneb.nd.edu/>



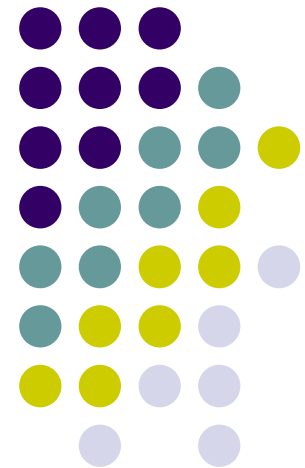


# Resources for Dealing with Controversial Issues



- [http://www.worcester.edu/Currents/Archives/Volume\\_1\\_Number\\_2/CurrentsV1N2WingertP4.pdf](http://www.worcester.edu/Currents/Archives/Volume_1_Number_2/CurrentsV1N2WingertP4.pdf)
- <http://cfe.unc.edu/pdfs/FYC21.pdf>
- <http://isites.harvard.edu/fs/html/icb.topic58474/hotmoments.html>

# Questions?



# Upcoming EAP Workshops



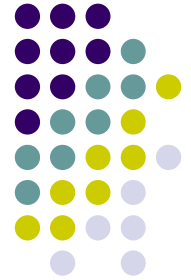
Thursday, Mar. 7	<b>EAP &amp; Fischer O'Hara-Grace Event</b> Game Night Social
Tuesday, Mar. 19	<b>Providing Effective Written Feedback to Students</b> Co-sponsored with the Kaneb Center for Teaching & Learning
Wednesday, Mar. 27	<b>Interviewing and Networking Strategies for International Students</b> Co-sponsored with the Career Center
Thursday, Apr. 4	<b>Paraphrasing, Using Sources Effectively, &amp; Avoiding Plagiarism</b>
Monday, Apr. 8	<b>English Pronunciation Strategies and Techniques</b>
Tuesday, Apr. 16	<b>Talking with Others About Your Research</b> Co-sponsored with the Graduate School Fellowship Office
Wednesday, Apr. 24	<b>Cover Letters for Academic Jobs</b> Co-sponsored with the Career Center



## More on Difficult Situations

- Ethics Cafe: How to Have a Difficult Conversation: Tools & Strategies for Graduate Students and Post Docs
  - Gain insights into your conflict style and learn strategies to effectively manage difficult situations encountered when working with peers or interacting with a mentor/advisor.
- Mon., Mar. 4, 3:00 – 4:00 pm
- Geddes Coffeehouse

# One-on-One Tutoring Services



- Tuesday 3:00-6:00
- Wednesday 2:00-5:00
- Thursday 9:00-12:00
- Friday 9:00-12:00
  
- Make an appointment at [cslc.nd.edu](https://cslc.nd.edu).

# And One More Opportunity



- Classroom Strategies for International Teaching Assistants
- Fall 2013
- Stew Markel