

# TODAY IT ALL MAKES SENSE... TOMORROW YOU MAY HAVE QUESTIONS!

Welcome to being a TA at UIC! TA orientation is a day filled with information, how-to's and people sharing tremendous amounts of valuable information with you. Whether you are a seasoned educator and this is the first time you've taught at UIC or you are new to the classroom, you may feel overwhelmed!

We give you "Teaching at UIC: A practical manual for instructors and teaching assistants" for your review. This manual, developed by two UIC graduate students and their mentor, is meant to be used as a part of your teaching toolbox. It serves as a guide, resource, and reference to help you as you complete this part of your graduate journey. The manual was designed to work for you. You can read it in one sitting or jump to the last section in the middle chapter. Maybe you will use it as a bookmark of resources. Once the semester is under way, you can search the table of contents to find what you need and get back to work! This was written for busy TAs like you – use it as it best supports you!

What will you find inside:

## **Making Things Easier for Yourself**

Planning ahead and planning the semester

## **Instructor/TA Collaboration**

Working with your professor, tasks that are necessary and that support your professor

## **Class Design**

Planning class, policies, and learning goals;  
Using blackboard and developing lesson plans

## **Assessments**

Planning grading, types of assessments, writing exams, Preparing your students, grading tips

## **Lesson Planning**

Developing lesson plans, teaching styles, activities, emergencies and sick days

## **Running Class**

Setting the tone, managing stage right, modeling learning

## **Tips No One Tells You**

What to do when you're overwhelmed, save everything, Teaching buddies, etc.

## **Accommodating Student Issues**

Handling student needs, student excuses, other issues in and out of class

## **Troubleshooting**

Poor attendance, students unprepared

## **Mistakes (yes we all make them!)**

Tech meltdowns, gave wrong information, stumped in a lecture, and more!

## **Semester End**

Wrapping up the semester and storing for next time

Visit the Graduate College website to access the manual at  
<http://grad.uic.edu/teaching-uic-practical-manual-instructors-and-teaching-assistants>

