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**College of Engineering**

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**Memorandum**

**To:** New Teaching Assistants in the College of Engineering

**From:** Kent Fuchs, Dean of Engineering  
David Gries, Associate Dean

**Date:** August 6, 2008

**Re:** TA Training Requirement

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We welcome you as a Teaching Assistant (TA) in the College of Engineering at Cornell. You serve a critical role in our teaching excellence and education of undergraduate students. We value your expertise and also offer you an opportunity for professional growth through our Engineering TA Development Program.

**Please note:** All new Teaching Assistants in the College of Engineering are required to participate in the Engineering TA Development Program. International TAs who participate in the summer International TA Development Program (ITADP) or who are enrolled in EDUC 578 are encouraged to complete the Engineering TA Development Program as well.

The required Engineering TA Development Program provides approximately 12 hours of training. Workshops are conducted by experienced graduate teaching assistants and are designed to not only familiarize you with university-wide policies, but also to provide you with tips on conducting office hours, labs and recitations, and suggestions regarding grading as well as working in a diverse environment. Training will be further enhanced with additional sessions on creating a classroom presence and facilitating active learning. **The Fall 2008 TA training will take place on Tuesday, August 26.** Please see the attached schedule for program specifics.

As a new TA, you will also be required to participate in a microteaching session, a small-group workshop where you will deliver a brief lesson that will be videotaped and then reviewed by your peers; more detailed information about this process will be shared with you at the training session. You may also obtain academic credit for TA development by enrolling in an independent study, one-credit course—*Teaching Seminar/Engineering*—ENGRG 678. In addition to completion of the TA training program, those enrolled in the teaching seminar will complete a reflective journal and participate in mid-semester evaluations and conferencing. The course will be graded on an S/U basis and can be added to your fall semester schedule.

The Engineering TA Development Program is coordinated by the Engineering Learning Initiatives staff, including Lisa Schneider, Director; Linda J. Tompkins, Associate Director; Alice Rockey, Administrative Coordinator; and eight Engineering graduate student Teaching Specialists. If you have questions or concerns regarding TA training, please contact Linda J. Tompkins at (607) 255-8861 or via e-mail at [lt57@cornell.edu](mailto:lt57@cornell.edu). If you have other concerns about TA responsibilities in the College, please first contact your supervising professor, Department Director/Chair, or Graduate Field Assistant.

We are confident that the Engineering TA Development Program will help you become a better educator and enhance your professional career. We wish you the best as you prepare to further Cornell's commitment to teaching excellence.