

ME 500: Teaching Assistant Seminar

Instructor: Max Emerick, Eng II Rm 2231, memerick@ucsb.edu

Class Meetings: Fridays 12:00 – 12:50 pm in Phelps Hall Rm 1413

Office Hours: By appointment (please email me to set up a time)

Course Description: This discussion-based seminar is designed to introduce new teaching assistants to their roles and build practical skills for effective teaching. The course is divided into two parts: foundational skills and pedagogy. Foundational skills (weeks 0, 2 – 4) will cover logistics such as using classroom technology and software, time-management skills, and grading techniques. Pedagogy (weeks 6 – 8) will cover more advanced topics such as student learning, engagement and motivation, course climate, and approaches for navigating challenging scenarios that can arise when teaching. In addition, students will be paired up with experienced TA mentors from the department. Two mentorship meetings will be held during the quarter (weeks 1 and 10) for students to connect with their mentors and ask questions.

Text: There is no text for this course, although short readings may be assigned periodically

Tentative Schedule:

Week	Date	Topic
0	9/27	Introduction and Logistics
1	10/4	Mentorship Meeting #1
2	10/11	Time Management
3	10/18	Grading and Gradescope
4	10/25	Grading and Gradescope
5	11/1	No Meeting (Class Canceled)
6	11/8	Introduction to Pedagogy
7	11/15	Navigating Challenging Scenarios
8	11/22	Navigating Challenging Scenarios
9	11/29	No Meeting (Thanksgiving Break)
10	12/6	Mentorship Meeting #2

Grading: This is a pass/no pass course. There will be no exams or homework assignments (other than the occasional assigned reading). Grades will be determined based upon attendance and participation.

Course Policies:

Attendance: As this is a discussion-based course, all students are expected to attend and participate in all meetings. If you do need to miss a meeting, please email me beforehand.

Conduct: All students are expected to engage in discussion in a way that is respectful and professional. Discrimination, bullying, or harassment will not be tolerated in any form.

Resources/Support Services:

Managing Stress: Personal concerns such as stress, anxiety, relationships, depression, or cultural differences can interfere with the ability of students to succeed and thrive. If you find yourself or another student in need of support, please do not hesitate to reach out to Counseling and Psychological Services (CAPS), available 24/7 at (805) 893-4411.

<http://caps.sa.ucsb.edu>

Disability Accommodation: The Disabled Students Program (DSP) coordinates academic accommodations for students with documented disabilities at UC Santa Barbara. If you have, or think you might have, a disability that impacts your educational experience, please contact DSP to determine your eligibility for accommodations. DSP is located at 2120 Student Resource Building and online at <https://dsp.sa.ucsb.edu/>

Financial Crisis: The UCSB Financial Crisis Response Team exists to assist UCSB students who may be facing a financial crisis or urgent financial need. To apply for emergency funding, please email FinancialCrisis@sa.ucsb.edu. Within 1-2 business days, a Financial Aid Advisor will contact you with the next steps.

Food Security: If you are facing any challenges securing food or housing, you are urged to meet with a Food Security and CalFresh Advocate who is aware of the broad variety of resources that UCSB has to offer. Please visit UCSB Food Security for additional resources including CalFresh, the AS Food Bank, and more.

Gender and Sex Discrimination Policy and Student Support: Under Title IX, university students are protected from harassment and discrimination based on gender and sex. If a student feels uncomfortable or in need of support at any time related to their gender, sex, and/or sexual orientation, please contact your TA and/or course instructor immediately. If a student would like to disclose information related to pronouns, name changes, or identities, we encourage you to do so. UCSB's Resource Center for Sexual and Gender Diversity on the 3rd floor of the Student Resource Building is also available to advocate and support students.