2020-2021 FASE TEACHING ASSISTANT (TA) TRAINING PLAN
(NEW AND RETURNING TAS)

Training for First-Contract TAs (covers 4 hours of paid training):

All new TAs are entitled to 4 hours of paid TA training from their hiring department. This training is mandatory and is required by the collective agreement. Below is information on how you can fulfil the 4-hour paid training. This training can be customized but attending Part 1 is highly recommended and there is a mandatory asynchronous component for all new TAs which is Part 2 A).

Part 1: Synchronous Session on Bb Collaborate on the Quercus FASE TA Training site

Thursday Sept 3, 10-12pm (worth 2 hours of paid training)

How to enrol in the FASE TA Training Quercus site if you have not already:

Fill out the registration form and you will be invited by email to access the FASE TA Training Quercus website. It may take up to 24 hours for the email invitation.

Please contact gradstudies@ecf.utoronto.ca for help if you still do not have an invitation after 24 hours.

Preliminary agenda:

- Welcome and Introduction
- How to Customize your Training
- Tips for Virtual Classroom Management
- Meet your CUPE 3902 Unit 1 rep
- FASE TA Community and Introduction TA Mentors and Mentorship Program

NOTE: It is highly recommended that you attend the FASE-specific synchronous session on September 3, 10am-12pm. If it is impossible, this part can be substituted by attending the 2-hour synchronous TATP sessions for Science & Engineering offered on various days in September. In that case, you can register here: https://tatp.utoronto.ca/job-training/ta-info/, and go to 2-Hour Synchronous Training Sessions

Part 2: Self-Directed TA Training (worth 2 hours of paid training)

Please complete by October 1st, 2020 for Fall 2020 contracts.

A) MANDATORY FOR ALL NEW TAs: Core FASE TA Training Quercus Modules

Asynchronous online training worth 1 hour of paid training in total for 5 modules
Topics:
- Protecting Student Privacy
- Protecting Student Privacy (Virtual Instruction)
- Academic integrity
- Identify, Assist, Refer (IAR)
- Equity, Diversity and Inclusion

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B) Elective Training Components *(worth 1-hour total of paid training from TATP)*

*While First Time TAs are required to complete the required modules on the TA Training Quercus site, there are several optional modules, and a discussion board, all meant to be ongoing resources for TAs to use*

§Under specific conditions, additional paid training might be available with the approval of the hiring department.

<table>
<thead>
<tr>
<th>Additional Optional Quercus FASE TA Training Modules*</th>
<th>or Sessions during TATP Online TA Week 2020 (Aug 31 to Sept 3, 2020) §</th>
<th>or TATP Job Training§</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Type</td>
<td>Modules</td>
<td></td>
</tr>
<tr>
<td>Asynchronous</td>
<td>• Being a TA in an online setting</td>
<td>Any training sessions marked with a star (*) can be used – see website below</td>
</tr>
<tr>
<td>Synchronous</td>
<td>• Planning for your tutorial</td>
<td></td>
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<tr>
<td>Asynchronous</td>
<td>• What comes before marking</td>
<td></td>
</tr>
<tr>
<td>Asynchronous</td>
<td>• Connecting with Students During Online Instruction</td>
<td>Any 1-hour asynchronous online modules.</td>
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Access and registration

Via Registration and invitation – see above

[Registration form](https://tatp.utoronto.ca/events/online-ta-week/)

go to:

1-hour asynchronous online modules

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<tr>
<th>Training for Returning TAs:</th>
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Returning TAs may request from their hiring department additional paid training because they are teaching a tutorial in a different category from the one for which they were initially trained, or they require additional training in online/remote teaching. They should confirm the relevant training and number of paid hours with the hiring department.

All synchronous sessions, asynchronous modules and resources listed above for TA training new TAs (from FASE or TATP) are available to returning TAs. The hiring department will confirm which ones are eligible for paid training for a specific TA position. Some resources for returning TAs are listed below:

1) FASE TA training Quercus site has optional modules and resources available for Returning TAs (*please note, optional modules are not eligible for paid training*)

   **How to enrol in the FASE TA training Quercus site if you have not already:**

   Fill out the [registration form](https://tatp.utoronto.ca/job-training/ta-info/returning-tas/) and you will be invited by email to access the FASE TA Training Quercus website. It may take up to 24 hours for the email invitation.

   Please contact [gradstudies@ecf.utoronto.ca](mailto:gradstudies@ecf.utoronto.ca) for help if you still do not have an invitation after 24 hours.

2) In addition, TATP has a web page that specifically presents resources for training returning TAs: [https://tatp.utoronto.ca/job-training/ta-info/returning-tas/](https://tatp.utoronto.ca/job-training/ta-info/returning-tas/)

3) TA Training week (August 31 to Sept 3, 2020): [https://tatp.utoronto.ca/events/online-ta-week/](https://tatp.utoronto.ca/events/online-ta-week/)