

Teaching Assistantship Management Position

Assign one TA position, for all divisions of the Nicholas School of the Environment and Earth Sciences, to organize and to train teaching assistants who work in positions assisting our faculty with their teaching responsibilities. This position will be a one-year teaching assistantship assignment designed to manage and events and establish materials and a website that would enhance the pedagogical resources for all the students. This person would carry on the teaching related activities that were started over the past several years by a couple graduate students, which improve the professional development and information flow to graduate students.

Responsibilities of this TA would include:

- organizing the teaching assistantship training held during orientation week
- updating teaching assistantship materials for the Nicholas School of the Environment and Earth Sciences
- creating and maintaining a website that is linked to the school's website that posts all teaching assistantship materials generated or updated
- organizing a biweekly pedagogical discussion group focused on teaching related professional development
- creating and maintaining surveys to evaluate
 - TA time responsibilities for particular course
 - evaluations of the TA by their students
 - evaluations of the TA by the lecturing professor
- meetings with the Dean and appropriate Director of Graduate Studies to discuss praises and complaints voiced by the graduate students
- participation in university related pedagogical seminars, workshops, and training
- bimonthly dialogue with those in CTLW, the graduate school, and others improving teaching related resources for graduate students

The time commitment required for the person selected for this position will be approximately 10 to 15 hours on average per week throughout the course of two semesters. Additionally, they will be required to organize and lead the teaching assistantship training during orientation week in August.

A person selected for this position must have been a teaching assistant at Duke University for at least one semester, be interested in organizing teaching related events, generating and updating teaching assistantship materials, and communicating with the proper administrators. The selection will be made through a competitive application and interview process.

The selected individual will be required to provide the appropriate documentation and deliverables by the required deadlines. These documents can be in the form of e-mails, meeting minutes, website, proof of participation, surveys and survey results, and prepared materials. The final products to be submitted include the final report summarizing the

accomplishments of the year, recommendations for the future, any materials that were prepared or updated, and a CD that includes all of the above.

Examples of the materials and event schedules that have been completed by previous students can be requested from Nancy Morgans. Several items have been completed in previous years (listed in the tasks above) and these materials would need to be updated and improved during the tenure of the person serving as the TA manager. Additionally, if you have questions or if you would like further details of some of the materials that have been compiled past students, you may talk to Melissa Kenney.

Proposed Schedule

September:

- meet with the previous Teaching Assistantship Manager to discuss duties and strategies
- reserve conference room and organize the pedagogical discussions
- update teaching assistantship materials based on comments generated during the teaching assistantship training
- signup for workshops and seminars

October:

- continue with pedagogical discussions
- meet with administrators in the graduate school and the Nicholas School of the Environment and Earth Sciences
- update the website with teaching assistantship materials
- draft surveys for evaluation at the end of the semester

November and December:

- continue with pedagogical discussions
- finalize and distribute the surveys
- compile the results of the survey
- complete a fall semester progress evaluation and document the work completed
- meet with administrators in the graduate school and in the Nicholas School of the Environment and Earth Science to discuss fall semester progress

January:

- organize pedagogical discussions
- present the results of the surveys and fall semester progress during a GAS talk
- begin conversations with Nancy about orientation

February and March:

- continue with pedagogical discussions
- meet with administrators in the graduate school and the Nicholas School of the Environment and Earth Sciences
- update the website with teaching assistantship materials

- draft surveys for evaluation at the end of the semester

April and May:

- wrap-up pedagogical discussions
- finalize and distribute the surveys
- compile the results of the survey
- complete the final progress evaluation and document the work completed
- meet with administrators in the graduate school in the Nicholas School of the Environment and Earth Science to discuss year-long progress
- present a CD and paper documentation to the Dean, Nancy Morgans, and the Director of Graduate Studies
- outline teaching assistantship training and begin recruiting volunteers

Summer:

- organize orientation activities related to teaching assistantship training
- recruit previous graduate students that have served as TAs
- recruit professors to help with teaching assistantship training
- contact any resources to be included in the teaching assistantship training
- create the materials needed for the training
- distribute any materials to Nancy Morgans and the incoming students
- send e-mails notifying the faculty and graduate students of the training
- make room, equipment, and catering reservations
- evaluate the training and summarize the results up

Future Goals

Ultimately, the goal is to have the person in this TA management position creatively update existing materials and continue annual events, while using their talents to contribute new resources, materials, or events when expressed as a need by the current graduate students. Additionally, the goal of this position would be to unify the various divisions within the Nicholas School of the Environment and Earth Sciences to enhance both student-faculty interactions and enhance interdivision collaborations.