

**GRADUATE EDUCATION COUNCIL MEETING**

Date: April 2<sup>nd</sup>

Time: 12:00pm– 1:30pm (*Pizza lunch starting 11:45am*)

Place: Western Student Services Building (Dr. David Chu Centre) Room 2130

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*Regrets: Doug Jones, Andrew Watson*

1. Approval of the Minutes of October 2, 2013 (attached)
2. Business arising from the Minutes
3. SGPS Announcements and Information (Carol Beynon)
4. Reports from GEC Committees
  - a. Operations/Agenda and Nominations (Peter Simpson)

**Recommended that the Graduate Education Council accept and approve the following membership in the GEC**

- i. Graduate Student Representative – Faculty of Law – Shirley. Wales
  - ii. Graduate Student Representative – Faculty of Social Science – Alison Shott
  - iii. Graduate Student Representative – Schulich School of Medicine and Dentistry – Matthew Riopel
  - iv. Graduate Student Representative – Faculty of Arts & Humanities – Jaime Brenes Reyes
- SUPR-G Faculty Representatives Required (nominees from the floor)
    - i. Tamara Hinan , Graduate Student, (terms ends June 30, 2014)
    - ii. Jim Dickey, Graduate Chair, Kinesiology (terms ends June 30, 2014)  
<http://www.uwo.ca/univsec/pdf/senate/cttees/supr-g.pdf>
- b. Academic Policy and Regulations (Lorraine Davies)
    - i. 8.4.4.2 Stage Two: The Thesis Examination
      - When the Thesis Examination is Successful
      - When the Thesis Examination is Unsuccessful
      - The Thesis Examination Board Deliberate and Renders a Decision
    - ii. SGPS Constitution
    - iii. Operations Agenda and Nominating Committee Terms of Reference
    - iv. Academic Policy and Regulation Committee Terms of Reference
    - v. Mentorship and Professional Development Committee Terms of Reference
    - vi. Postdoctoral Scholar Advisory Committee (Peter Simpson)
    - vii. Mentorship & Professional Development
      - Lead GTA Report

**4. Other business**

**A reminder, please sign in on Council Attendance Sheet before leaving the meeting**



# Western Graduate & Postdoctoral Studies

## MINUTES OF THE MEETING OF THE GRADUATE EDUCATION COUNCIL

October 2, 2013

The meeting was held at 12:00pm in Room 147, University Community Centre

### Attendees:

Andy Watson	Erika Chamberlain	Melanie Caldwell
Benjamin Hill	Estee Fresco	Mihaela Harnos
Beth MacDougall-Shackleton	Jan Polgar	Nanda Dimitrov
Carol Beynon	Jason Brown	Pam Bishop
Carol Jones	Jennifer Hutchison	Pam McKenzie
Cathy Nolan	Jim Dickey	Peter Simpson
Cheryl Harding	Kevin Godbout	Robin Keirstead
Clayon Hamilton	Lorraine Davies	Ron Wagler
Doug Jones	Meagan Seale	Susan Scollie

### 1. Approval of the Minutes of May 13, 2013

The Minutes of the meeting were approved as circulated

### 2. Business arising from the Minutes – none

### 3. SGPS Announcements and Information (Carol Beynon)

- New SGPS graduate application and admissions' process - live October 7
- OGS online application process – opens October 7

### Reports from GEC Committees

#### • Operations/Agenda and Nominating (Peter Simpson)

**Recommended that the Graduate Education Council accept and approve the following membership in the GEC**

1. **Faculty Representatives** (July 1, 2013-June 30, 2015 -2 year term)

Education - J. Brown

2. **Postdoctoral Association at Western representative**

Kalin Penev

3. **Graduate Assistant Representatives** (July 1, 2013 to July 2015 - 2 year term)

Melanie Caldwell, Meagan Seale, Cheryl Harding, Arzie

*Approved as presented*

4. **SUPR-G Faculty Representatives Required** (nominees from the floor)

<http://www.uwo.ca/univsec/pdf/senate/cttees/supr-g.pdf>

Jim Dickey, Graduate Chair, Kinesiology (terms ends June 30, 2014)

*Approved*

- **Policy, Regulations and Graduate Program Membership** (Lorraine Davies) – see attached That SGPS Membership Policy be amended as presented with the word “automatically” removed from the Emeritus Membership section.

CARRIED

#### • **Post Doctoral Policy, Regulations and Program Membership Committee** (Peter Simpson)

1. Negotiations with PSAC Local 611 for postdoctoral associates will start this month. The current collective agreement expired September 30, 2013.

2. Over the summer, an intensive search using Google Scholar analytic identified over 900 peer reviewed publications of active Postdocs at Western.
  3. Postdoctoral Appreciate Week (September 16-20) organized by SGPS and PAW was a great success, with more than 15 events/workshops offered.
  4. During the Canadian Association of Postdoctoral Administrators meeting in Montreal in November, a presentation on the 2013 National Postdoc Survey will be delivered by MITACS and the Canadian Association of Postdoctoral Scholars, and will provide information regarding the situation of Postdocs in Canada.
- **Mentorship & Professional Development** (Nanda Dimitrov)
    1. Grad Path, launched in August, is a new resource for graduate student professional development.  
[http://www.uwo.ca/tsc/resources/resources\\_graduate\\_students/GradPath.html](http://www.uwo.ca/tsc/resources/resources_graduate_students/GradPath.html)
    2. Upcoming graduate program *Learning Outcomes* Lunch & learn sessions – October 24 & November 26 – fully subscribed
    3. The new Lead-GTA initiative set up by SGPS with the GTA Union is now running and off to a highly successful beginning

#### 4. Adjournment

## FOR RECOMMENDATION

### Graduate Education Council: Academic Policy and Regulations Committee

Proposes that effective immediately, the Thesis Regulations be revised as outlined below. These changes have been reviewed and approved at the October 30, 2013 and January 28, 2014 Academic Policy and Regulations Committee meetings

Current regulations can be found here [http://grad.uwo.ca/current\\_students/regulations/8.html](http://grad.uwo.ca/current_students/regulations/8.html)

New information identified in highlighted text

Deleted information identified as ~~red and strikethrough~~

## 8.4.4.2 Stage Two: The Thesis Examination

### When the Thesis Examination is Successful

- On the "Doctoral Thesis Examination - Chair Report," the Chair:
  - Reports the Thesis Examination Board's decision for the Thesis Examination on page 1
  - With the assistance of the Examiners, lists the revisions, if any, required by a majority of the Examiners on page 2.
  - Note: Infrequent typographical and grammatical errors do not constitute "revisions," but must be corrected before final submission of the thesis
  - If there is a determination that the thesis requires revisions, ensures that the Supervisor(s) will withhold his/her signature from the "Certificate of Examination" until the required revisions have been made

The Chair dates and signs both pages of the Chair's Report.

~~The Chair, the Examiners, and the Supervisor(s) sign the "Certificate of Examination", except in cases where the Supervisor(s) withholds his/her signature.~~

In the case that no revisions are required, The Chair, the Examiners, and the Supervisor(s) sign the Certificate of Examination. In the case that revisions are required, normally the Examiners sign the certificate of Examination and the Supervisor(s) withhold his/her signature until the required revisions have been made.

The Chair communicates the positive decision to the candidate. (See Communicating the Decision to the Candidate.)

### When the Thesis Examination is Unsuccessful

If the candidate has already been through a Re-Submission Hearing Committee or a Re-Examination Hearing Committee (following Stage Two: The Thesis Examination), then the Thesis Examination Board's decision is final. The candidate has no further opportunity for resubmission and/or re-examination. However, if a candidate has been through a Re-Submission Hearing Committee following Stage One: The Preliminary (or Pre-Examination) Evaluation of the Thesis, then the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a second and final Re-Submission Hearing Committee.

## 8.4.4.2 Stage Two: The Thesis Examination

### The Thesis Examination Board Deliberates and Renders a Decision

- The Chair invites the Supervisor(s) to comment on the candidate, the thesis, and aspects of the oral defence.
  - In rare cases where the thesis has been submitted without the Supervisor(s)'s approval, the Chair informs the Examiners of the Supervisor(s)'s written reasons for withholding approval, before inviting the Supervisor(s) to speak.

At the Chair's invitation, the Examiners alone discuss the thesis and the oral defence.

- The Examiners vote on the acceptability of the thesis and the oral defence by completing their "Doctoral Thesis Examination Evaluation" form. In cases where the External Examiner is not physically present, the Chair speaks to her/him privately and fills out the Evaluation form as directed.

## FOR RECOMMENDATION

### Graduate Education Council: Academic Policy and Regulations Committee

Proposes that pending Senate approval the SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES- Constitution- Composition and Rules of Procedures revised as outlined below. These changes have been reviewed and approved at the January 28, 2014 Academic Policy and Regulations Committee

New information identified in **highlighted text**

Deleted information identified as ~~red and strikethrough~~

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#### SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES

##### Composition and Rules of Procedure

1.0 The academic and administrative head of the School shall be the Vice-Provost (Graduate and Postdoctoral Studies). The Vice-Provost shall be assisted by two Associate Vice-Provosts.

1.1 Appointment of the Vice-Provost (Graduate and Postdoctoral Studies) shall be made in accordance with current University policy. Appointments to the positions of Associate Vice-Provost shall **normally** be for a term of three years, renewable. Recommendations for appointment of Associate Vice-Provost shall be made to the Provost & Vice-President (Academic) and the President & Vice-Chancellor by the Vice-Provost.

2.0 Members of the School of Graduate and Postdoctoral Studies shall be those persons with academic appointments at The University of Western Ontario who have been approved for membership in accordance with the policies and guidelines established by the **Academic Policy and Regulations**, ~~Programs, and Credentialing~~ Committee. They shall normally be of the rank of assistant professor or above and shall be of such academic achievement and distinction as to enable them to undertake the instruction or supervision of students registered in the nominating graduate program. Where appropriate, the record of supervisory activity shall be a factor in these deliberations.

2.1 Recommendations for membership in the School of Graduate and Postdoctoral Studies shall be upon nomination from the chair or director of the graduate program to the head of the nominee's home unit(s) (i.e., the Chair or Director of the Department, School, or program respectively, or the Dean in the case of Faculties without a Department or School structure).

2.2 Graduate students shall be those students who have been admitted to the School of Graduate and Postdoctoral Studies in accordance with the policies and guidelines established by the Academic Policy and Regulations, Programs, and Credentialing Committee, and who have formally registered in the School.

3.0 There shall be a Graduate Education Council of the School of Graduate and Postdoctoral Studies responsible to the Senate which shall:

- (a) serve as a central forum to propose academic policies to be approved by Senate,
- (b) guide the development of graduate and postdoctoral studies at Western, and
- (c) provide a representative and open forum to give advice on any aspect of graduate education.

The Council shall be composed of:

(a) the following ex officio members:

- (i) Vice-Provost (Graduate and Postdoctoral Studies), who shall be Chair
- (ii) Associate Vice-Provosts (Graduate and Postdoctoral Studies)
- (iii) President & Vice-Chancellor
- (iv) Provost & Vice-President (Academic)
- (v) Associate Dean Graduate Affairs (or equivalent officer) from each Faculty
- (vi) President, Society of Graduate Students (SOGS)
- (vii) President, Postdoctoral Association at Western (PAW)
- (viii) University Librarian
- (ix) Chair, Senate Committee on Academic Policy and Awards
- (x) Associate Registrar (non-voting)
- (xi) Director, Teaching Support Centre (non-voting)

(b) the following elected/appointed members:

- (i) One faculty member from each Faculty who is a member of the School of Graduate and Postdoctoral Studies, chosen by the Faculty
- (ii) Six Graduate Chairs (or equivalent from non-departmental faculties), chosen by the Graduate Chairs
- (iii) Four graduate assistants, chosen by the Graduate Assistants
- (iv) One member of an Affiliated University College, appointed by the Colleges on a rotating basis (2 year cycles)
- (v) One graduate student from each Faculty, chosen by the Society of Graduate Students in consultation with the Faculty
- (vi) One postdoctoral fellow, chosen by the Postdoctoral Association at Western Resource persons, as needed, will also be invited.

Any member of the university community with an interest in graduate education may attend Graduate Education Council meetings as observers.

3.1 The Graduate Education Council shall meet as required but at least twice annually: once in the Fall term and once in the Winter term, and at such other times as the Council, Chair, or Senate may prescribe.

3.2 At meetings of Council a quorum shall consist of one half of the voting members except in the months of June, July and August when a quorum shall be one third of the voting members.

3.3 The Council shall report to Senate according to Senate procedures on all matters concerning the School of Graduate and Postdoctoral Studies.

3.4 The Council may establish such committees as it considers necessary. The Council may delegate authority to its committees, but such committees shall be responsible to the Council.

4.0 Each program within the School of Graduate and Postdoctoral Studies shall establish a **graduate affairs** committee ~~to oversee graduate affairs~~ constituted in accordance with the size and needs of the graduate program to be administered. Such committees shall be responsible to the program concerned.

4.1 The membership of **the graduate affairs** committee, ~~which~~ must include **one or more** graduate students **who** ~~representation~~, shall be elected or appointed, according to procedures determined by the program concerned, ~~including~~ a person **involved in graduate affairs** to chair the committee, preferably for a period of two years or more. The person appointed or elected to chair the committee must have the approval of the head of his/her home unit(s) (as defined in 2.1) before accepting the position of chair. Consultation with students about matters of policy is expected. Student members of the committee will be required to withdraw when matters concerning individual students are considered.

4.2 The Graduate Chair shall be elected or appointed, according to procedures determined by the program **and Faculty** concerned. The Graduate Chair should hold a level of SGPS membership commensurate with the program's highest degree and should be actively involved in graduate activities and scholarly research.

~~5.0 There shall be a School of Graduate and Postdoctoral Studies Coordinating Committee responsible to the Graduate Education Council which shall:~~

- ~~(a) advise the Vice-Provost on affairs and activities related to graduate education and postdoctoral study;~~
- ~~(b) prepare reports and policy for consideration at the Graduate Education Council, and~~
- ~~(c) assist the Vice-Provost in making operational the decisions and advice of the Graduate Education Council.~~

~~The Coordinating Committee shall prepare an annual report on its activities that will be delivered by the Vice-Provost to the Graduate Education Council at its meeting in the Winter semester.~~

~~The Committee shall be composed of the following ex-officio members:~~



- ~~Vice-Provost (Graduate and Postdoctoral Studies), who shall be Chair~~
- ~~Associate Vice Provosts (Graduate and Postdoctoral Studies)~~
- ~~Chairs of Standing Committees, School of Graduate and Postdoctoral Studies~~
- ~~President, Society of Graduate Students~~
- ~~President, Postdoctoral Association at Western~~
- ~~Associate Registrar (non-voting)~~

**Resource:**

- ~~One member of the SGPS administrative staff~~
- ~~Teaching Support Centre—360° Program representative~~

~~The Coordinating Committee shall meet as required but at least five times per year.~~

5.0 The following standing committees of the Graduate Education Council shall, assist and advise the Vice-Provost on graduate affairs related to graduate education and postdoctoral study, including policy and regulations, initially, be the following:

- Operations/Agenda and Nominations
- Academic Policy and Regulations ~~Policy, Programs, and Credentialing~~
- ~~Scholarships and Funding~~
- Mentorship and Professional Development
- ~~Accommodation and Appeals~~
- Postdoctoral Scholar Advisory Committee
- ~~Internal Appraisals and Ontario Council on Graduate Studies.~~

The terms of reference and composition of the standing committees are contained in Appendix I. They may be revised and committees added or deleted by the Graduate Education Council as it deems necessary.

All Chairs of standing committees shall be members of the Graduate Education Council ~~Coordinating Committee.~~

7.0 The by-laws and regulations for the conduct of the proceedings of the Graduate Education Council, the Coordinating Committee, the standing Committees, and all other committees or subcommittees within the School shall be, where practicable, those adopted by Senate.

8.0 Proposed amendments to the Composition and Rules of Procedure of the School of Graduate and Postdoctoral Studies shall be circulated to all members of Council along with the Agenda, at least two weeks in advance of the meeting in which approval will be sought. Approval shall be by a majority vote. If approved, the amendments shall be recommended to Senate for final approval.

Approved by Senate June 20, 2008 Revised March 4, 2010 Revised October 2013

## FOR RECOMMENDATION

### Graduate Education Council: Academic Policy and Regulations Committee

Proposes that pending Senate approval the Terms of Reference for the Graduate Education Council sub committees revised as outlined below. These changes have been reviewed and approved at the March 12, 2014 Academic Policy and Regulations Committee.

Committees are:

- Operations Agenda and Nominating Committee Terms of Reference
- Academic Policy and Regulation Committee Terms of Reference
- Mentorship and Professional Development

New information identified in **highlighted text**

Deleted information identified as ~~red and strikethrough~~

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# **GRADUATE EDUCATION COUNCIL OPERATIONS/AGENDA AND NOMINATING COMMITTEE**

## **Terms of Reference:**

To coordinate the nomination of members of the Graduate Education Council (GEC) Committees.

To review the role and operation of the GEC Committees.

To request that GEC Committees not reporting to the GEC on a regular basis do so at least once per year.

To coordinate the appointment of members to the GEC.

To organize the business of the GEC through the preparation of the Agenda and the dissemination electronically to members of the GEC any information pertinent to the Agenda.

To supervise the operation of the GEC and make recommendations on: rules of order, change in committee functions, establishment of new standing or *ad hoc* committees, and other operational matters.

## **Composition:**

Six members elected by the Graduate Education Council:

- one Society of Graduate Students representative who is a member of the GEC (one year cycles, on a rotational basis)
- four faculty members who are members of the GEC and have membership in the School of Graduate and Postdoctoral Studies (three year cycles, on a rotational basis)
- one Graduate Assistant who is a member of the GEC (three year cycles, on a rotational basis)

Additional members (non-voting) may be co-opted as deemed necessary.

Ex Officio: Vice-Provost (Graduate and Postdoctoral Studies)  
Two Associate Vice-Provosts (Graduate and Postdoctoral Studies)  
**Teaching Support Centre Director**

Revised March 12,2014

**GRADUATE EDUCATION COUNCIL**  
**~~POLICY, REGULATIONS, AND GRADUATE PROGRAM MEMBERSHIP~~**  
**ACADEMIC POLICY AND REGULATIONS COMMITTEE**

**Terms of Reference:**

To review academic policies and procedures in the Graduate Handbook and Calendar at least once annually. New and revised policies will be recommended to SCAPA and Senate.

To revise policies and procedures as required on behalf of the Graduate Education Council (e.g. policies on admissions, progression, appeals, tuition, **membership criteria** etc.)

~~To review graduate membership criteria and revise as required, attending to membership criteria for the various kinds of graduate programs:~~

- ~~• Review nominations, renewals and withdrawals of graduate faculty membership.~~
- ~~• Meet as required, and at least twice per year;~~
- ~~• Provide the Graduate Education Council with an annual summary report~~

**Composition:**

Fifteen members elected by the Graduate Education Council:

- one GEC faculty member from each Faculty (two-year cycles, on a rotational basis)
- the Affiliate representative on the Graduate Education Council (two-year cycles, on a rotational basis)
- two graduate students who represent the diversity of graduate programs (one-year cycles, on a rotational basis)
- one Graduate Assistant who is a member of the Graduate Education Council (two-year cycles, on a rotational basis)

Additional members (non-voting) e.g. the Associate Registrar, may be co-opted as deemed necessary.

- Ex Officio: Vice-Provost (Graduate and Postdoctoral Studies)  
Two Associate Vice-Provosts (Graduate and Postdoctoral Studies)  
Chair of SCAPA

Revised March 12,2014

# GRADUATE EDUCATION COUNCIL MENTORSHIP AND PROFESSIONAL DEVELOPMENT COMMITTEE

## Terms of Reference

To encourage appropriate teaching and training opportunities for graduate students and postdoctoral trainees.

To gather and publicize information with respect to “best practices” in graduate education, graduate supervision and professional development.

To encourage opportunities for the development and mentoring of faculty members as graduate and postdoctoral supervisors.

To assess review local and national surveys of graduate and postdoctoral education (such as the Survey of Graduate Student Satisfaction) and recommend changes to practices if appropriate.

To assess the continuing needs for program to support graduate students and postdoctoral trainees in areas such as understanding and managing relationships with supervisors, instructors, and their programs of study, and recommend changes to practices, services and resources if appropriate.

To encourage the dissemination of graduate student professional development opportunities through the GradPath website and SGPS website; provide feedback and recommend strategies for communication professional development opportunities to students as various stages of their academic career.

~~To formulate and provide for the Graduate Education Council:~~

~~feedback on the development of programs in the Teaching Support Centre 360 degree initiative to aid faculty members and postdoctoral trainees in developing and maintaining their supervisory abilities.~~

~~recommendations regarding programs in the Teaching Support Centre 360 degree initiative to support graduate students in areas such as understanding and managing relationships with supervisors, instructors, and their programs of study.~~

To meet at least twice per year.

## Composition:

Six ~~Five~~ members elected by the Graduate Education Council:

- one Society of Graduate Students representative who is a member of the Graduate Education Council (one year cycles, on a rotational basis)
- one member of the Post Doctoral Association who is also a member of the Graduate Education Council (one year cycles, on a rotational basis)
- four faculty members, with membership in SGPS, and representative of the diversity of Faculties at Western (two-year cycles, on a rotational basis)

Additional members (non-voting) may be co-opted as deemed necessary by the Committee.

Ex Officio: Vice-Provost (Graduate and Postdoctoral Studies)  
Two Associate Vice-Provosts (Graduate and Postdoctoral Studies)

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~~President, Postdoctoral Association at Western~~  
Teaching Support Centre Director  
Student Success ~~Centre~~ Director

Revised March 12,2014

## Lead TA Program Highlights

September 2013 – January 2014

### Program Overview

The LEAD TA program is a new initiative on campus to facilitate the professional development of TAs at a discipline-specific level. It provides outstanding graduate students with an opportunity to apply their interest, teaching experience, and training beyond traditional TA duties.

During this pilot year, the program positioned Lead TAs in 8 departments across campus where they are currently developing discipline focused TA training activities. By facilitating workshops, developing resources, and offering peer feedback through classroom observations, Lead TAs serve as mentors, coaches, and liaisons for TAs in their home departments.

The goal of this initiative is to improve the teaching effectiveness of TAs at a departmental level and to complement the general, interdisciplinary TA training offered by the Teaching Support Centre. In order to support the Lead TAs in their own professional development during the year, the TSC has provided ongoing training and resources to the group on topics such as facilitation, peer mentoring and teaching excellence. The Lead TA pilot program is a result of collaboration between the School of Graduate and Postdoctoral Studies, the Faculties, the GTA Union and the Teaching Support Centre.

### In the past 6 months, Lead TAs:

- participated in a 3 day intensive **Instructional Skills Workshop** that focused on effective teaching, facilitation and feedback techniques in order to train for their role as Lead TAs
- conducted a **needs assessment** of TA training needs in their home departments at both the graduate student and faculty levels
- participated in monthly learning community meetings with the TSC Lead TA Coordinator to share and discuss strategies for engaging TAs across campus
- developed online and print resources for TAs in their departments
- facilitated a total of **32 workshops** in 8 departments

} See chart on pg. 2 for details

**Discipline-Specific Training Implemented by Lead TAs**  
*September 2013 – January 2014*

	<b>Training Workshops Offered</b>	<b>Total # of Participants</b>	<b>Resources Developed</b> (to be available April 2014)
<b>PHILOSOPHY</b>	<ul style="list-style-type: none"> <li>• Crash Course: TA'ing in the Philosophy Department at Western (2 hours – offered twice)</li> <li>• Leading Effective and Inclusive Tutorials I (1.5 hours)</li> <li>• Effective Grading Practices and Strategies (1.5 hours)</li> <li>• Focus Group on Designing Classroom/Tutorial Activities (1.5 hours)</li> </ul>	84	<ul style="list-style-type: none"> <li>• TA Handbook</li> <li>• OWL Site (with discussion forum, handouts, and links to relevant philosophy resources)</li> <li>• Checklist for Instructors with TAs</li> </ul>
<b>HEALTH SCIENCES</b>	<ul style="list-style-type: none"> <li>• The Diversity of a TA (2 hours)</li> <li>• Teaching in a Canadian Classroom (2 hours)</li> <li>• TA Marking (2 hours)</li> <li>• Effective Proctoring (2 hours)</li> </ul>	48	<ul style="list-style-type: none"> <li>• Online Training Modules</li> <li>• TA Handbook</li> <li>• OWL Site</li> </ul>
<b>HISTORY</b>	<ul style="list-style-type: none"> <li>• Surviving Your First Day as a TA (2 hours)</li> <li>• Active Learning (2 hours)</li> <li>• Effective Feedback and Grading (2 hours)</li> <li>• Individual Consultations (3 hours)</li> </ul>	36	<ul style="list-style-type: none"> <li>• Departmental Website for TAs</li> </ul>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Effective Grading &amp; Rubric Design (1.5 hours)</li> <li>• Effective Feedback I (1.5 hours)</li> <li>• Effective Feedback II (1.5 hours)</li> </ul>	20	<ul style="list-style-type: none"> <li>• Departmental Website for TAs</li> <li>• Online Training Modules</li> </ul>



<b>ENGLISH</b>	<ul style="list-style-type: none"> <li>• Introduction to Grading – with Dr. Pauline Wakeham (2 hours)</li> <li>• Introduction to Tutorials – with Dr. Pauline Wakeham (2 hours)</li> <li>• Advanced and Discipline Specific Tutorial Strategies (2 hours)</li> <li>• Grading Gracefully: Rubrics, Feedback, Efficiency (2 hours)</li> <li>• Teaching Philosophies and Learning Styles (2 hours)</li> </ul>	75	<ul style="list-style-type: none"> <li>• TA Handbook</li> <li>• Departmental Website for TAs</li> </ul>
<b>FIMS</b>	<ul style="list-style-type: none"> <li>• Orientation for TAs (with Associate Dean)</li> <li>• Orientation for faculty who supervise TAs (with Associate Dean)</li> <li>• Effective Grading Practices (1.5 hours)</li> <li>• Giving Students Effective Feedback (1.5 hours)</li> </ul>	50	<ul style="list-style-type: none"> <li>• TA Handbook</li> <li>• Departmental TA Website</li> </ul>
<b>SCIENCE</b>	<ul style="list-style-type: none"> <li>• Teaching in the Canadian Science Classroom (1.5 hours)</li> <li>• Improving Science Presentation Skills (1.5 hours)</li> <li>• Preparing for Life After Grad School (1.5 hours)</li> <li>• Getting the Most out of your TAs (1.5 hours)</li> </ul>	55	<ul style="list-style-type: none"> <li>• TA Handbook</li> <li>• OWL site</li> </ul>
<b>MUSIC</b>	<ul style="list-style-type: none"> <li>• Orientation Session (with Associate Dean)</li> <li>• Introduction to being a Teaching Assistant and Lesson Design (1 hour)</li> <li>• Facilitating Active Learning and Discussions in Tutorials (1 hour)</li> <li>• Effective Assessment and Evaluation Strategies (1 hour)</li> <li>• 4 Peer Mentorship sessions</li> </ul>	20	<ul style="list-style-type: none"> <li>• TA Mentorship Program</li> <li>• Graduate Student Handbook</li> <li>• TA Reference Package</li> <li>• Website</li> </ul>

## Quotes from TA Participants

“I think this program is really useful. I wish I had had this kind of training when I started as a TA here”.

"This should be mandatory for all TAs."

“You have given me a lot of great ideas for how to connect with my students and run my tutorial with some new activities.”

“The session was very fun and engaging. I feel like there were a lot of things that I learned that I had not thought of before.”