

Session 10B: Your Stakeholders in Teaching; Time Management

Valentin Razmov

06 Dec 2005

CSE599A TA Training, Au'05,
Session 10B

Outline

- Your stakeholders and their unique demands
- Feedback from our faculty on desirable qualities and skills in TAs
- Time management in teaching
- Meta-cognitive discussion

06 Dec 2005

CSE599A TA Training, Au'05,
Session 10B

Resources

- *The 7 Habits of Highly Effective People*, by Steven Covey
- UW LIFT workshop on "Time- / Self-Management", by Chris Loving, 2005.

06 Dec 2005

CSE599A TA Training, Au'05,
Session 10B

Your Stakeholders in Teaching

- Students
- Parents
- Instructor(s)
- Fellow TA(s)
- Your Advisor(s)
- Support Staff
- School Administrators

06 Dec 2005

CSE599A TA Training, Au'05,
Session 10B

Your Stakeholders in Teaching: What Do They Want from You?

- Students
 - Help in doing well in your class; sympathy; fairness
- Parents
 - Their money's worth in educating their children
- Instructor(s)
 - (See next slide.)
- Fellow TA(s)
 - Helping/supporting each other to do well with minimal effort
- Your Advisor(s)
 - Doing just enough TA work, but not more
- Support Staff
 - Patience, collegiality
- School Administrators
 - Satisfied students and parents, so more keep coming

06 Dec 2005

CSE599A TA Training, Au'05,
Session 10B

Important Qualities and Skills of TAs – Faculty Survey Results

- | Desirable: | Most frequently lacking: |
|--|---------------------------------|
| ▫ Time management | ▫ Time management |
| ▫ Reliability, responsibility, diligence | ▫ Technical knowledge |
| ▫ Technical knowledge | ▫ Ability to work with students |
| ▫ Communication | ▫ Enthusiasm |
| ▫ Ability to work with students | ▫ Self-confidence |
| ▫ Ability to work with instructors and TAs | ▫ Communication |
| ▫ Initiative | ▫ Organization |
| ▫ Independence | |
| ▫ Attention to detail | |
| ▫ Creativity | |

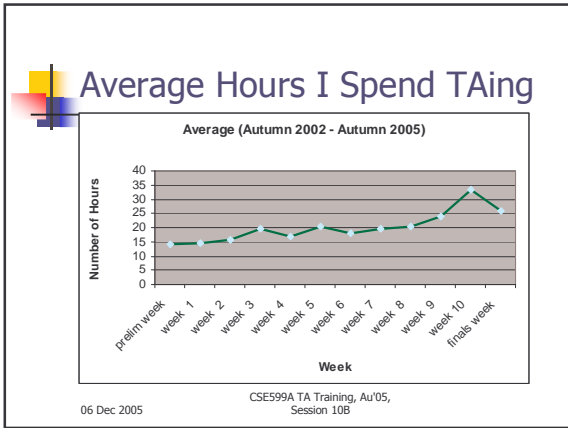
06 Dec 2005

CSE599A TA Training, Au'05,
Session 10B

Time Management Advice

- Time management is about *prioritization*, not filling a bucket till it bursts.
- Keep a log of how much time you spend, and on what.
 - It's hard to *improve* something without measuring it.
- Turn your TA time investment into an opportunity to advance your own goals by learning new skills.
 - You are not a martyr (who gives away time for nothing)!
 - I wasn't thinking of doing teaching as a career before I got exposed to a lot of TAing (and liked it).
 - Then it blended into my research J, so I got a double payoff.
- Proactively adapt to the style of the instructor.
 - Some demand a lot from TAs, others ask for very little.
 - Some perceive themselves as managers, others as colleagues.
 - Some prepare in the last moment, others plan well ahead.

06 Dec 2005
CSE599A TA Training, Au'05, Session 10B



The Time Management Matrix

	Urgent	Not Urgent
Important	Q1	Q2
Unimportant	Q3	Q4

06 Dec 2005
CSE599A TA Training, Au'05, Session 10B

Meta-Lessons: Teaching Techniques We Used Today

- In-class discussion and activities
- Using classroom technology to engage everyone
- Shifting gears between presentation and discussion
- Meta-cognition
 - This is what we are doing right now

06 Dec 2005
CSE599A TA Training, Au'05, Session 10B