Session 10B: Your Stakeholders in Teaching; Time Management

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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

Resources

- *The 7 Habits of Highly Effective People*, by Steven Covey

Your Stakeholders in Teaching

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

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

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

Important Qualities and Skills of TAs – Faculty Survey Results

Desirable:
- Time management
- Reliability, responsibility, diligence
- Technical knowledge
- Communication
- Ability to work with students
- Ability to work with instructors and TAs
- Initiative
- Independence
- Attention to detail
- Creativity

Most frequently lacking:
- Time management
- Technical knowledge
- Ability to work with students
- Enthusiasm
- Self-confidence
- Communication
- Organization
Time Management Advice

1. Time management is about prioritization, not filling a bucket till it bursts.
2. Keep a log of how much time you spend, and on what.
3. It’s hard to improve something without measuring it.
4. 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 T.A.ing (and liked it).
   - Then it blended into my research, so I got a double payoff.
5. 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.

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Average Hours I Spend TAing

- **Average (Autumn 2002 - Autumn 2005)**

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The Time Management Matrix

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<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
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<td>Q2</td>
</tr>
<tr>
<td>Unimportant</td>
<td>Q3</td>
<td>Q4</td>
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</tbody>
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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