1. **Graduate TA/IA Training Program – ALL Teaching and Instructional Assistants**

   All graduate students who will be newly appointed Teaching or Instructional Assistants (GTAs/GIAs) during the 2020-2021 academic year (including summer sessions) are required to complete both components of GTA/GIA Training: (1) GTA/GIA Orientation, and (2) GRAD 701, a one-semester workshop-based course on teaching assistant development (or departmental equivalent).

### Part 1: GTA/GIA Orientation

- Attend two separate 3-hour workshops, A and B, introducing graduate students to teaching at USC.
  - **GTA/GIA Orientation Workshop A:** "Policies, Places and People"
    - Topics: FERPA, University policies and important resources, discrimination/harassment, dealing with student issues, etc.
  - **GTA/GIA Orientation Workshop B:** "Teaching Tips and Tools"
    - Topics: First day tips, engaging students, grading objectively, workload management, veteran TA panels

- Dates offered:
  
<table>
<thead>
<tr>
<th>GTA/GIA Orientation Workshops</th>
<th>9 am – 12 pm</th>
<th>1 – 4 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed., Aug. 12</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Thurs., Aug. 13</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>Tues., Aug. 18</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Wed., Aug. 19</td>
<td>B</td>
<td>A</td>
</tr>
</tbody>
</table>

- Students can attend workshops on any day and in any order, but must attend one of each.
- Students must make every effort to attend on the dates above.

### Part 2: GRAD 701 – “Teaching Assistant Development” Course

- Formalized professional training course required before or during the first semester of teaching.
- Students must register for either GRAD 701: Teaching Assistant Development, or an equivalent course offered by their academic unit that has been approved by the Graduate School (see below):

**GRAD 701 – Teaching Assistant Development:**

- 1-semester, zero-credit course
- Participation in four professional development activities chosen by the student
- GRAD 701 registration occurs through [my.sc.edu](http://my.sc.edu) Section 001 – CRN #13737
- Chemistry GIAs, Writing Center Tutors, and English Discussion Leaders enroll in special sections of GRAD 701 (ask Grad. Director)

**701-Equivalent Departmental Course:**

- For students in departments with a Graduate School-approved GTA/GIA training course
- Approved departmental GRAD 701-equivalent courses: EDCE 830, EDHE 738, ENGL 691, FORL 776, HRTM 798/890, JOUR 805, LING 795, MATH 791, PHIL 790, SLIS 804, SPTE 810
- Contact your Graduate Director or Coordinator for more information; for more details, visit [http://sc.edu/cte/Grad701.php](http://sc.edu/cte/Grad701.php)

To register for both, visit: [http://sc.edu/about/offices_and_divisions/cte/graduate_teaching_assistants/index.php](http://sc.edu/about/offices_and_divisions/cte/graduate_teaching_assistants/index.php)

**Questions?** Contact Dr. Michelle Hardee, Program Manager, [hardeem@mailbox.sc.edu](mailto:hardeem@mailbox.sc.edu), or 777-1975

**Important Information for International Graduate Students**

1. International graduate students who will be newly appointed TAs/IAs must complete the International Teaching Assistant (ITA) English Speaking Training Workshop on Monday, Aug. 10 and pass the Microlesson Assessment on Friday Aug. 14, 2020. For the agenda and more information on English Language Proficiency Requirements and ITA Assessment, visit English Programs for Internationals (EPI) website: [http://www.epi.sc.edu/ita-workshop-and-assessment](http://www.epi.sc.edu/ita-workshop-and-assessment), email [ita@epi.sc.edu](mailto:ita@epi.sc.edu), or call 803-777-3867.
2. All new international students, regardless of assistantship type, must attend a Required International Student Meeting (formerly International Student Services Orientation). For more information, email [iss@sc.edu](mailto:iss@sc.edu), call 803-777-7461, or visit: [http://www.sc.edu/about/offices_and_divisions/international_student_services/arrival-and-orientation/international_student_orientation/index.php](http://www.sc.edu/about/offices_and_divisions/international_student_services/arrival-and-orientation/international_student_orientation/index.php).