

## What is the Graduate TA/IA Training Program?

The Graduate Teaching and Instructional Assistant (GTA/GIA) Training Program, developed and implemented by the Center for Teaching Excellence (CTE) on behalf of the Graduate School, provides a broad suite of teaching and professional development activities and workshops customizable to the individual responsibilities of the GTA/GIA. Newly appointed GTA/GIAs as well as any graduate student who is working with student materials (grading) or interacting with students in any way (office hours, tutors) are required by SACS and the Graduate School to participate in this two-part training program that includes: (1) GTA/GIA Orientation Workshops and (2) GRAD 701, a teaching assistant development course.

### Part 1: GTA/GIA Orientation

GTA/GIA Orientation is offered prior to the start of both fall and spring semesters and includes two 3-hour workshops offered on multiple dates and times. Students can attend the two workshops A & B on any day and in any order but must attend one of each. Registration for these workshops is provided via the CTE's GTA/GIA Orientation Workshops webpage, [http://sc.edu/cte/TA\\_OrientationTraining.php](http://sc.edu/cte/TA_OrientationTraining.php).

- **Orientation Workshop A:** "*Policies, Places and People*". Topics include: FERPA (Educational Rights and Privacy policies), University policies, discrimination and sexual harassment, dealing with low-to-high risk behavior (Behavioral Intervention Team, Counseling & Human Development Center, USC Police), important University resources.
- **Orientation Workshop B:** "*Teaching Tips and Tools*". Topics include: teaching preparation, first day tips, engaging students, grading objectively, workload management, and a veteran TA panel.

### Part 2: GRAD 701, Teaching Assistant Development Course

Ongoing and formalized professional training is provided before or during the GTA/GIA's first semester of teaching. Students must register for either GRAD 701: Teaching Assistant Development, or an equivalent course offered by the academic unit that has been approved by the Dean of the Graduate School (list provided below). More information is provided on the CTE's GRAD 701 webpage, <http://sc.edu/cte/Grad701.php>.

- **GRAD 701: Teaching Assistant Development:**
  - Required for newly appointed Graduate Instructional and Teaching Assistantships.
  - One-semester, zero-credit (no-tuition), pass/fail grading
  - Offered every fall and spring semester.
  - Registration for GRAD 701 occurs through <http://my.sc.edu> during USC's open registration.
  - Students are required to participate in a minimum of four professional development workshops or activities chosen by the student (two of which may be online).
  - A wide variety of activities are provided to fulfill this requirement: GRAD 701 workshops specifically tailored to different GTA/GIA responsibilities (instructor of record, laboratory assistant, recitation leader, discussion leader, grader), CTE events and workshops, Safe Zone Ally, Green Zone Ally, and Suicide Prevention Trainings, UTS Blackboard workshops, and other campus office and academic unit teaching-related workshops or trainings.

- Satisfactory course completion requires submission of a reflection assignment for each of the four activities. Reflections must score at 80% or higher (20 out of 25 points) to be considered passing for GRAD 701; students are allowed two attempts for each reflection submitted.
  - Course administration and submission of assignments occurs via Blackboard.
  - GTA/GIAs who do not complete the course requirements will be assigned an “Unsatisfactory” grade that will be permanently recorded on their transcript.
- **701-Equivalent Departmental Course:**
    - Certain departments offer discipline-specific instructional training courses that can be used in lieu of GRAD 701, to fulfill this portion of the GTA/GIA Training requirement.
    - The Graduate School has approved the following departmental courses as GRAD 701-equivalent: EDCE 830, EDHE 738, ENGL 691, FORL 776, HRTM 798/890, JOUR 805, LING 795, MATH 791/792, PHIL 790, SLIS 804, SPT 810.
    - Special sections of GRAD 701 have been designated for units who have specialized GTA/GIA Training programs approved as equivalent to GRAD 701 but do not wish to develop a new course: English Department Writing Center GIA Tutors (004), Chemistry GIAs (005), and English Dept. Discussion Leader GIAs (006).
    - Registration for either the departmental equivalent or any GRAD 701 course section occurs through <http://my.sc.edu> during open registration.
    - Other departments with specialized instructional training courses who wish for their course to be considered GRAD 701-equivalent must provide to the Graduate School a syllabus, documentation of learning outcomes, instructional activities, and assessments related to the professional development of the GTA/GIAs in their discipline. A Departmental GRAD 701 Course Approval ad hoc Committee reviews the documents to determine equivalency, and final approval will come from the Graduate School.

Additional graduate student programs offered by the Center for Teaching Excellence:

- The CTE’s Graduate Student Initiative webpage: [http://www.sc.edu/about/offices\\_and\\_divisions/cte/graduate\\_teaching\\_assistants/index.php](http://www.sc.edu/about/offices_and_divisions/cte/graduate_teaching_assistants/index.php)
- Preparing Future Faculty Program: <http://sc.edu/cte/PreparingFutureFaculty.php>

**Questions? Contact: Dr. Michelle Hardee, Program Manager for Graduate Student Programs  
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