Tamara Garner

February 5, 2017

ENGL388V-2001

**MY EXPECTATIONS/GOALS AS A (UTA)**

* Establish a teaching goal and create a learning artifact in relation to this goal
* Attend at least one of the first-time UTA’s classes to give my advice of being a UTA and on lesson plan components
* Take on different responsibilities such as focusing on creating a social media project rather than just peer reviewing student’s work
* Interact with students by holding in-person office hours by appointment only or online bi-weekly meetings
* Peer review student’s work and editing of first-time UTAs in order to help guide them to create effective lesson plans for their students
* Uphold high professional and ethical standards with faculty, peers, and students
* Cooperate with Professor Moses and fellow teaching assistants to determine equitable workloads and common standards for evaluating student work
* Schedule regular weekly and/or bi-weekly meetings with Professor Moses to maintain open communication and to iron out course details
* Learn from more experienced UTAs and mentor other students

**PROFESSOR MOSES EXPECTATIONS FOR ME (ONLINE COURSE)**

* Focus on building out a social media analysis project
* Identifying/developing resources related to document and course design
* Think about grammar/mechanic related components
* Conduct peer review analysis for students giving them detailed feedback on the way they peer review other students

**MY EXPECTATIONS FOR PROFESSOR MOSES**

* Allow me to assist in providing guidelines for the conduct of the course, grading standards and timetables, office hours, review sessions, and content and format of discussion sessions
* Communicate efficiently and effectively with me on any inquiries
* Be supportive of me in interactions with students and fellow UTA’s in reaching decisions on issues involving students

**WHAT I HOPE TO GAIN FROM THIS EXPERIENCE**

* I hope to leave a positive lasting impression on my students giving them the guidance and knowledge they need to excel in the course
* Provide different tools and different forms of communication in order to meet the learning needs of my students
* Confidence to take on this leadership role and lead by example to students

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UTA Performance Criteria** | **Specific Expectations**in these particular ways... | **Excellent** | **Good** | **Average** | **Poor** |
| **Professional demeanor** | Always carry myself in a professional manner in person, school, and through technology communications |  |  |  |  |
| **Willingness to Work/Motivation** | Maintain a positive attitude towards the instructor, my fellow UTA’s, and students |  |  |  |  |
| **Work with Groups of Students** | Respond to each student inquiry through email or in person by appointment only on their assignments; as well as any other course materials I create such as lectures, PowerPoints, etc. |  |  |  |  |
| **Presents Material effectively** | Prepare clear and detailed material to students in a thorough manner and provide accurate information to students to guide them in the right direction |  |  |  |  |
| **Confidentiality and integrity** | Maintain confidentiality of all student’s grades and take responsibility for my actions; as well as maintain academic honesty |  |  |  |  |
| **Completes tasks/Timeliness** | Practice time management skills by meeting various deadlines throughout the semester |  |  |  |  |
| **Preparation for class and meetings** | Since this is an online course, I need to have a copy of the syllabus, access to the ENGL393 calendar, discuss goals/expectations with Professor Moses, and be available to meet with Professor Moses in his office (Tawes Hall) when necessary |  |  |  |  |
| **Communication** | Be accessible and available to Professor Moses and my students by responding to inquiries in a timely manner, be a good listener, and provide feedback and suggestions when necessary  |  |  |  |  |
| **Models effective student behavior** | Serve as a peer-mentor to students and assist them with the knowledge and skills that I have attained to be able to help them successfully complete the course with a passing grade |  |  |  |  |
| **Ratings** | **4** | **3** | **2** | **1** |