August 1, 2018

Dear College of Engineering Department Heads and Graduate Coordinators,

As we prepare for the Fall 2018 semester, please share the following information with all Graduate Teaching Assistants (TAs) in your department.

To properly prepare TAs for their assigned duties, the College of Engineering has set several requirements, which are listed below:

- All TAs who are responsible for leading a course, recitation section, or lab section are required to enroll in ENGR 888 (1-credit, blended format course). Two sections are currently open for ENGR 888:
  - ENGR 888 – 001 (9980): Tuesday from 6-8pm in 308 Hammond
  - ENGR 888 – 002 (9981): Wednesday from 6-8pm in 308 Hammond

- All TAs who are responsible for grading, holding office hours, assisting an instructor, or tutoring are required to attend one of the two brief orientations scheduled for Wednesday, September 5 and Thursday, September 6 from 5:00-7:00 p.m. in 202 Hammond Building. More details about each of the above requirements follow.

**ENGR 888:** ENGR 888 is a 1-credit course to help new TAs in the College of Engineering become more effective teachers. ENGR 888 examines teaching methods and theories, and focuses on practical information that students can effectively use in their position. The course will be taught in a blended format, with the majority of the course content and assignments administered online. Students will meet in-person for three sessions during the semester. More details about the course requirements and format will be sent to students prior to the first class meeting. TAs who have taken ENGR 888 in previous semesters do not need to take the course again. If a student attended the TA Orientation in previous semester, but has changed TA responsibilities where they are now responsible for in-class instruction, they should enroll in ENGR 888.

**TA Orientation:** Teaching Assistants whose responsibilities primarily include grading, tutoring, assisting a course instructor, or holding office hours are required to attend the College of Engineering Graduate TA Orientation, on either Wednesday, September 5, 2018 or Thursday, September 6, 2018 from 5:00-7:00 p.m. in 202 Hammond Building. Students whose responsibilities fit this category should NOT enroll in ENGR 888; rather they should attend the TA orientation. Topics included in the session include grading concerns, ethical responsibilities, and tutoring strategies. Students should use the following link to register for the orientation: [https://pennstate.qualtrics.com/jfe/form/SV_erPf84mwWMYZTm1](https://pennstate.qualtrics.com/jfe/form/SV_erPf84mwWMYZTm1). A light dinner will be provided. Students who have taken or are currently enrolled in ENGR 888 or who have participated in the TA Orientation in previous semesters do not need to attend.

If you have any questions about these programs or requirements, please contact Stephanie Cutler at slc5822@psu.edu.

Sincerely,

Dr. Stephanie Cutler
Assessment and Instructional Support Specialist