

Important Campus Offices

F. D. Bluford Library
(336) 334-7782

Bookstore
Brown Hall, (336) 334-7593

Career Services
101 Murphy Hall, (336) 334-7755

Counseling Services
108 Murphy Hall, (336) 334-7727

Financial Aid Office
100 Dowdy Building, (336) 334-7973

Help Desk
F. D. Bluford Library Basement Room 024
(336) 334-7195

**Office of International Students
and Scholars**
221 Murphy Hall, (336) 334-7551

Police & Parking Services
Laurel Street Parking Deck
Police (336) 334-7731
Parking (336) 285-2027
Emergency (336) 334-7675

Office of the Registrar
107 Dowdy Building, (336) 334-7595

Sebastian Health Center
Nocho Street, (336) 334-7880

Office of the Treasurer
112 Dowdy Building, (336) 334-7721

AggieONECard
215 Memorial Student Union, (336) 334-7114

School of Agriculture & Environmental Sciences
Interim Dean: Dr. Donald McDowell
Webb Hall, (336) 334-7979

College of Arts & Sciences
Dean: Dr. Michael Plater
General Classroom Building, (336) 334-7806

School of Business & Economics
Dean: Dr. Quiester Craig
Quiester Craig Hall, (336) 334-7656
ext: 7014

School of Education
Dean: Dr. Ceola Ross Baber
New Education Building, (336) 334-7757

College of Engineering
Dean: Dr. Joseph Monroe
McNair Hall, (336) 334-7589

RESOURCES

"Seven Principles for Good Practice: Enhancing Student Learning"
www.udel.edu/cte/Tabook/principles.html

Essay on Teaching Excellence
<http://0-152.8.104.106.sheba.ncat.edu/atlpods/index1.htm>

Motivating Students
<http://0-152.8.104.106.sheba.ncat.edu/atlpods/index9.htm>

Teaching Techniques
www.udel.edu/cte/Tabook/techniques.html

"Helping Students Learn" - The Learning Process
<http://0-152.8.104.106.sheba.ncat.edu/atlpods/index14.htm>

Course Planning Section: "Alternative Strategies & Active Learning"
<http://ctl.umc.edu/hpl5.html>

Common Teaching Situations - "Teaching Problem Solving"
<http://depts.washington.edu/cidrweb/TAHandbook/ProblemSolving.html>

"What Can Graduate Students Do To Be More Effective TA's?" - Inclusive Teaching Resources
<http://depts.washington.edu/cidrweb/inclusive/resources.html>

Graduate Assistant Training

McNair Hall Auditorium

Tuesday January 6, 2009

8:30 a.m.— 12:00 p.m.

NC A&T



Sponsored by
North Carolina A&T State University
School of Graduate Studies

Explore. Discover. Become

Graduate Assistants are a vital part of the fabric of North Carolina A&T State University. The Graduate Assistant Training Program is intended to equip graduate assistants with essential information and skills required to effectively transition from student to paraprofessional. The Training Program also contributes to the training and orientation required of graduate assistants by the Southern Association of Colleges and Universities (SACS) and the University North Carolina System.

Graduate Assistantships

A Graduate Assistant must be fully admitted to the graduate program devoting full time study toward his or her degree. A Graduate Assistant may not hold non-degree, special or probationary status. There are three types of graduate assistants:

Graduate Administrative Assistant (GAA)

A Graduate Administrative Assistant's duties primarily involve assisting the University's administrative staff or that of a specific department with collecting, organizing and analyzing various administrative data. A GAA is most often involved in performing computer work, editing, recruiting and working on special projects.

Graduate Research Assistant (GRA)

A Graduate Research Assistant is one who assumes research oriented responsibilities which involves library work, computer programming, analysis, field work, laboratory experiments, scientific investigations, or other endeavors. GRAs are normally employed by the principal investigator of a funded research project.

Graduate Teaching Assistant (GTA)

A Graduate Teaching Assistant serves in an instructional role in a class or laboratory within a specific department at North Carolina A&T State University. GTAs may perform pedagogical functions, such as, preparing and grading tests, holding conferences, assigning course grades, or providing support for the faculty member in charge of the course. In all cases, the GTA works under the supervision of a faculty member.

International students applying for teaching assistantships must score a minimum of 550 on the TOEFL paper based test or 213 on the TOEFL computer based test.

To qualify for a GA appointment, a student must satisfy the following requirements:

- Pursue a degree at North Carolina A&T State University
- Register during the academic year for a specific number of hours prescribed by the department
- Maintain a 3.0 grade point average and make progress towards the graduate degree
- Satisfy other requirements of the employment department

All Graduate Assistants must sign a Personal Service Agreement (PSA) as a condition of employment. Graduate Assistants must be evaluated at least once a year. Each department is responsible for completing an evaluation form for its Graduate Assistants. You may obtain these forms from 120 Gibbs Hall or at www.ncat.edu/~gradsch.

The School of Graduate Studies offers two orientation and training sessions during the academic year to prepare Graduate Assistants for their roles and responsibilities.

Sponsored by the School of Graduate Studies,
and the Division of Research and Economic Development

Graduate Assistants Training Agenda

Registration

8:30 a.m. - 9:00 a.m.

GENERAL PROGRAM

9:00 a.m. - 10:30 a.m.

For all Graduate Students

Overview of TA/RA Roles & Responsibilities

Dr. William J. Craft

Interim Associate Vice Chancellor for Research and Dean of Graduate Studies

Performance Evaluation

Mrs. A. Ayanna Boyd-Williams

Assistant Dean, School of Graduate Studies

TA/RA Professional & Ethical Responsibilities

Dr. Chi B. Anyansi-Archibong

Department of Business Administration

Compensation

Mr. Richard Yarbrough

Salary Administration

Break

10:15 a.m. - 10:30 a.m.

CONCURRENT WORKSHOPS

10:30 a.m. - 12:00 p.m.

Research Assistants Workshop

Dr. Saundra Evans

Director of Research Services

Division of Research and Economic Development

Lecture Room 2, McNair Hall

Teaching Assistants Workshop

Dr. Scott Simkins

Academy for Teaching and Learning (ATL)

Lecture Room 1, McNair Hall