Independent Activity: Create a Contact List

Activity Type: independent research

Goals: To determine whom to contact regarding teaching issues – before the issues happen.

Time needed: 40 minutes

Materials needed: this worksheet, internet, phone.

Step 1: Find the course’s department.
Courses are associated with a department, and you are associated with a department or program. These may not be the same department, so make sure you know whom to bother for what. Email your contact for your TAship and ask them what department is running your course. Then, look up that department online and choose a likely staffperson (perhaps an administrative analyst, or front desk person, or someone who has “graduate student” in their job description.

Contact name: __________________________ phone number: __________

Call this person and ask whom you should talk to if you need each of the following:

1. Dry erase markers, folders, index cards, poster paper, masking tape.
2. Short-term borrowing of an LCD projector
3. Course evaluations activated
4. Photocopier access and codes
5. Paycheck help
6. Determining what class to sign up for while being a TA
Step 2: Help while teaching. This is the kind of information that is rarely collected in one place for TAs. Fill in what you know, ask experienced TAs for help, call your department contact for more help.

Computers:

1. Where online do I make a class website? How do I access it?

2. How do I get help with the online educational resources (rosters, web pages, quizzes, noteboards, assignment collection and return)

3. How do I get a university email address?

4. How do I work the built-in classroom computer/ LCD projector / DVD player?

5. How are scantrons run? Where is the machine?

Facilities:

6. Where do I get a key to my classroom / building?

7. Whom do I call if there is a broken light / missing desks / dirty whiteboard in my classroom?

8. Whom do I call if the temperature in my classroom is too hot or cold?

Helping your students:

9. If a student needs help with class enrollment issues, whom should they talk to?

10. If a student has a psychological crisis, where should I walk them?
11. Whom should students talk to about computer problems?

Safety:

12. What number do I call if I need to remove a disruptive student from the classroom?

13. What is the campus safety escort phone number?

14. What number do I call if there is a fire or medical emergency?

There! It’s pretty likely that something else will come up you never expected, but this is a good start. Plus, you’ve met a lot of helpful people during your search – and it always helps to know people. If you collect more contacts in the course of teaching, list them below. And keep this worksheet in your teaching folder so it’s available when you walk into class.