Department of Child, Adolescent, and Family Studies

CSUSB

Graduate Teaching Associate

Supervisor Handbook

Dear Faculty,

Thank you for agreeing to supervise one or more of our Department of Child, Adolescent, and Family Studies Graduate Teaching Associates. This is an opportunity for our MA CAFS students to develop their skills in a college classroom and enhance their ability to work with adult learners.

This is meant to be a scaffolded experience with regular access to supervision. Following are guidelines for mentorship of a graduate student filling this role. These guidelines should be considered in the context of student expertise/experience in serving as a college-level instructor.

1. Meet regularly with your student mentee. Ideally, the first meeting should take place at the end of the previous academic year to which the student is assigned. This meeting is not mandatory (as students cannot be forced or expected to work before their contract begins – one week before the first day of classes each semester) but should be encouraged. Once the semester begins, plan to meet regularly with your student throughout the semester. While the exact number of meetings per semester is up to individual faculty, considering the experience and expertise of the graduate TA is important.
2. Read the Grad TA Handbook.
3. Attend the graduate teaching associate orientation the week prior to the beginning of the semester.
4. Attend meetings held during the semester with other faculty supervisors and graduate teaching associates.
5. Provide students with course materials that they can use to adapt for use in the class to which they have been assigned. This should include a syllabus and assignments. It may also include lectures and exams, depending on the student's experience, expertise, and proficiency with the subject matter.
6. Order the textbook for your student's course. As they will not have access to Canvas right away, you will need to message the university's Follett Discover representative directly to place the order (1100txt@follett.com).
7. Observe your graduate TA regularly during the academic year as appropriate for their level of experience and expertise. Graduate TAs should be observed at least once during the academic year, and more as needed. Observation can occur live or students can record themselves while teaching for you to watch when convenient. This information should be used to provide written observation feedback to be discussed at one of your regularly scheduled meetings. This written

feedback can take a variety of forms, including notes taken while conducting your observation.

8. Read and provide feedback (either written or oral) on your graduate teaching associate's self-reflection papers. Grad TAs are expected to develop one page reflection papers each semester, as per the graduate TA handbook. Ideas for what to include in these papers can also be found in the graduate TA handbook.

At the end of each semester faculty mentors and mentees will be asked to complete a Qualtrics survey about the mentor/mentee experience that can be used to revise the suggested activities described above.