

Instructions to download the checklist

1. Navigate to "File" in the top left corner.
2. Click "Download" to download to your desktop OR click "Make a copy" to download into your Google Drive.

This is a complimentary TA Institute Checklist for your own benefit. There is no need to submit a completed copy of this document anywhere.

TA INSTITUTE CHECKLIST

Before the Institute starts (January 6 to 16, 2023 at 11:59 PM):

1. Select which sessions you are interested in.
 - You must attend **at least 4 sessions under a theme**, and complete the related pre- & post-session online modules, as well as a theme completion form, in order to qualify for the Letter of Completion.
2. Fill out the pre-session module(s) for the theme(s) you wish to complete. These modules can be completed on the [CTLT TA Institute website](#), starting from January 6.

THEME #1: Fundamentals of TAs

- ☐ [Establishing a Positive TA Experience Working with Faculty Members: Dos and Don'ts](#)
- ☐ [Teaching with Integrity: Methods and Strategies for Fostering Academic Integrity in Your Classroom or Laboratory](#)
- ☐ [Lecturing and Presentation Skills](#)
- ☐ [Leading Discussions: Tutorials, Labs, & Lectures](#)
- ☐ [Marking, Assessment, and Feedback](#)
- ☐ [Learn About Your Rights as a TA: Intro to TA Union](#)

THEME #2: Exploring and Supporting Inclusivity, Equity, Accessibility and Wellness

- ☐ [Social Class in our Classes: How can I Support Students as a TA](#)
- ☐ [Establishing a Positive TA Experience Working with Faculty Members: Dos and Don'ts](#)
- ☐ [Cultivating an Effective Classroom Environment and Community: In-Person and Online Settings](#)
- ☐ [Accessibility-centred Design: Creating Inclusive Learning Environments](#)
- ☐ [Teaching in a Time of Racial and Cultural Tension \(How does Race and Culture Impact Your Teaching\)](#)

THEME #3: Experiential and Active Learning

- ☐ [Leading Discussions: Tutorials, Labs, & Lectures](#)
- ☐ [Cultivating an Effective Classroom Environment and Community: In-Person and Online Settings](#)
- ☐ [Using Experiential Learning cycle to Create Impactful Learning](#)
- ☐ [Make Technology Your Best Teaching Friend: Tools & Techniques for Online Teaching and Learning](#)
- ☐ [Accessibility-centred Design: Creating Inclusive Learning Environments](#)

THEME #4: In-Person Mode (Complete 4 face-to-face sessions)

- ☐ [Social Class in our Classes: How can I Support Students as a TA](#)
- ☐ [Lecturing and Presentation Skills](#)
- ☐ [Leading Discussions: Tutorials, Labs, & Lectures](#)
- ☐ [Using Experiential Learning cycle to Create Impactful Learning](#)
- ☐ [Learn About Your Rights as a TA: Intro to TA Union](#)

THEME #5: Online Mode (Complete 4 online sessions)

- ☐ [Establishing a Positive TA Experience Working with Faculty Members: Dos and Don'ts](#)
- ☐ [Cultivating an Effective Classroom Environment and Community: In-Person and Online Settings](#)
- ☐ [Accessibility-centred Design: Creating Inclusive Learning Environments](#)
- ☐ [Teaching with Integrity: Methods and Strategies for Fostering Academic Integrity in Your Classroom or Laboratory](#)
- ☐ [Teaching in a Time of Racial and Cultural Tension \(How does Race and Culture Impact Your Teaching\)](#)
- ☐ [Marking, Assessment, and Feedback](#)
- ☐ [Make Technology Your Best Teaching Friend: Tools & Techniques for Online Teaching and Learning](#)

During the Institute (January 16 to 19, 2023):

3. Fully attend 4 sessions under each theme you want to complete (this means arriving on time and participating until the end of the session).
 - **Helpful tip:** Keep track of your completion of each eligibility criteria for the theme. Feel free to duplicate this table for each theme you wish to complete.

THEME:	Pre-session Module	Attended	Post-session Module	Theme Completion
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				Form
Workshop #1:	☐	☐	☐	☐
Workshop #2:	☐	☐	☐	☐
Workshop #3:	☐	☐	☐	☐
Workshop #4:	☐	☐	☐	☐

After the Institute (January 16 to 27, 2023 at 11:59 PM):

4. Fill out the post-session module(s) for the theme(s) you wish to complete. These modules can be completed on the [CTLT TA Institute website](#), starting from January 16.
5. Submit a [theme completion form](#) (only complete this form once—make sure to indicate all themes and all sessions that you have completed).

Guide to Helpful Links

[TA Institute Information](#): To browse information about the TA Institute

[Theme Information](#): To browse information about the 5 different themes

[Registration website](#): To register for TA Institute sessions

[Pre- and post-session modules](#): To be completed to receive a Letter of Completion

[Theme completion form](#): To indicate all themes and sessions that you have completed

[TA Institute Wiki](#): To find resources and slide decks of the sessions

[Feedback survey](#): To provide feedback for the TA Institute