

Physics Department TA training

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The Job of a TA



Regarding the TA job:

- It's an important one, first line of contacts with the students.
 - You shape the lives of aspiring scientists. Respect that!
- Treat the TA job as partially a learning experience for you, a chance to reinforce your own knowledge of undergrad physics and develop/enhance presentation skills
- Remember, it is a job. Act professionally. (no phones in labs)

TA training: many options! <https://carleton.ca/tasupport/training/training-options/>

- Pedagogical training is voluntary – you can get paid for up to 5 hours per year; this session (3.5h) counts towards your hours *if* you registered in advance (and sign the sign-in sheet!)
- Compliance training (e.g., AODA, Accessibility for Ontarians with Disabilities Act) is mandatory; you will get paid for this.
- New Graduate Student and TA Orientation, check:

<https://gradstudents.carleton.ca/new-grad-students/orientation/>

- may count toward paid pedagogical training hours for new teaching assistants who attended.

- As per the **Collective Agreement** between CUPE 4600 (unit 1) and Carleton University, all TAs at Carleton are “required to successfully complete compliance training as a condition of employment as mandated by Ontario legislation” (14.01). TAs are compensated for **5 hours of pay** for completing this training; those 5 hours of pay are **in addition** to their contracted hours (e.g., a TA with a 65-, 130, or 260-hour assignment earns an additional 5 hours of pay for this training). Compliance training is to be completed by **October 15th** for all TAs with Fall-only and Fall/Winter assignments; by **February 15th** for all TAs with Winter-only assignments; and **by June 1st** for all TAs with Spring/Summer assignments (14.01).
- Unlike the 5 hours of pay available to you for Pedagogical Training, which is available to you for each academic year in which you have a TA assignment, TAs can earn 5 hours of pay for completing their Compliance Training only **one time** during their employment at Carleton (14.01).
- **Human Resources** tracks the completion of and remuneration for all Compliance Training.

You must do this

All the TAs have to complete compliance training as per the following link:

<https://carleton.ca/tls/teaching-assistants/training/>

This training is mandatory for all TAs and includes:

- 1) "AODA: Accessibility Standards for Customer Service,"
- 2) "AODA: Employment Standard Training,"
- 3) "Information and Communications Training,"
- 4) "Workplace Violence and Harassment Training," and
- 5) "Worker Health and Safety Awareness".

- As per article 14.01 of the Collective Agreement, all Carleton TAs must complete their Compliance training in the first 4-6 weeks of their TA assignment (e.g., **October 15th** for all TAs with Fall-only and Fall/Winter assignments; by **February 15th** for all TAs with Winter-only assignments; and **by June 1st** for all TAs with Spring/Summer assignments)

You must do this (2nd and 3rd year TAs)

The TAs for second and third year labs should complete the Lab safety training and laser safety training.

Lab safety training
Laser safety training

Lab safety training and laser safety training are *recommended* for the first year TAs

You might need to do this

There are two modules that depending on the TA assignment have to be done:

- The "Supervisor Health and Safety Awareness"
- The "WHMIS" module
- Radiation Safety Training

TAs will be communicated if they need to complete these modules.

- To access the full list of Compliance Training modules, please login to **Carleton Central** and then scroll to the bottom of the page and click on **the "Online Courses" tab**. On the next page, you will see all of the online workshops.

TA Awards

- There is a “Don Wiles Award” for excellence in 1st year demonstrating
 - Will be announced at upcoming grad event
- “Mike Donker Award” by the department for exceptional TA work by an undergraduate student.



- Be careful how work is returned:-
 - Can't disclose it to other students
 - Can't post grades by name or student number
- Do not disclose marks except to student
- Can't discuss individual students with other TA's
- Always use Carleton email account

FIPPA at Carleton University

Carleton University is committed to protecting the privacy of those who study or work here (currently and formerly). To that end, Carleton's Privacy Office seeks to encourage the implementation of the privacy provisions of Ontario's *Freedom of Information and Protection of Privacy Act* within the university.

The collection, storage, utilisation, and dissemination of [Personal Information](#) concerning members of the Carleton community is only undertaken as part of ongoing efforts by the University to ensure decision making practices are based on accurate information. The university also ensures that the information gathered for one purpose is not being used inappropriately for another, and that the privacy of an individual is not compromised by disclosure of personal information to third parties without the proper approvals.

The information found on these pages explains how Carleton University provides access to information and protects the privacy of our constituency within the context of Ontario's [Freedom of Information and Protection of Privacy Act](#) so that it can continue to be accountable and transparent to both the public and the University community.

Occupational Health and Safety Act

The Occupational Health and Safety Act includes workplace violence and harassment.

<http://www2.carleton.ca/ehs/programs/>

<https://carleton.ca/ehs/programs/health-safety-management/workplace-violence-and-harassment/>

Workplace violence is defined as:

- *The exercise of (or an attempt to exercise) physical force by a person against a worker that causes or could cause physical injury*
- *A statement or behaviour that is reasonably interpreted by a worker as a threat to physical force against the worker in the workplace that could cause physical injury to the worker.*

— *Occupation Health & Safety Act (OHSA)*

Workplace harassment is defined as:

- *Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to be known to be unwelcome, or*
- *Workplace sexual harassment; “Workplace Sexual Harassment”, as defined by the Occupational Health and Safety Act, means, - engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identify or gender expression, where the comment or conduct is known or ought reasonably to be known to be unwelcome, or*
- *making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.*

— Occupational Health & Safety Act (OHSA)

The following are **key questions** that can guide you in determining whether the behaviour (such as an act, comment or display) constitutes harassment.

- Is the behaviour improper and unwelcome or offensive?
- Would a reasonable person have known that the conduct was not
- Did it demean, belittle or cause personal humiliation or embarrassment?
- Is it a serious single incident?
- Is it a series of incidents over a period of time?

**RESPECT
IS A TWO WAY
STREET**



Some examples of what generally constitutes harassment

- *Serious or repeated* rude, degrading, or offensive remarks such as teasing about a person's physical characteristics or appearance, put-downs or insults;
- Displaying sexist, racist or other offensive pictures, posters, or sending emails related to one of the 11 grounds prohibited under the *Human Rights Code*;
- *Repeatedly* singling out an employee for meaningless or dirty jobs that are not part of their normal duties;
- Threats, intimidation or retaliation against an employee, including one who has expressed concerns about perceived unethical or illegal workplace behaviours;
- Unwelcome social invitations, with sexual overtones or flirting, with a subordinate;
- Unwelcome sexual advances.

Some examples of what does not generally constitute harassment

- Allocating work;
- Following up on work absences;
- Requiring performance to job standards;
- Taking disciplinary measures;
- A *single* or *isolated* incident such as an inappropriate remark or abrupt manner;
- Exclusion of individuals from a particular job based on specific occupational requirements necessary to accomplish the safe and efficient performance of the job;
- Measures taken against someone who is careless in his or her work;
- A social relationship welcomed by both individuals;
- Friendly gestures among co-workers such as a pat on the back.

CUPE 4600 presentation

- This year the presentation from CUPE4600 is pre-recorded and can be found at the following link:
- <https://www.youtube.com/watch?v=UssAaLkANxk&feature=youtu.be>

Some extracts from the Carleton University Academic Integrity Policy

Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

- Following the expectations articulated by instructors for referencing sources of information and for group work.
- Submitting original work, citing sources fully, and respecting the authorship of others.
- Asking for clarification of expectations as necessary. Students who are in any doubt as to whether an action on their part may be viewed as a violation of the standards of academic integrity should ask for clarification.
- Identifying situations that may reasonably lead to a violation of this policy.
- Preventing their work from being used by others, e.g. protecting access to computer files, etc.
- Adhering to the principles of academic integrity when conducting and reporting research.

Academic integrity policy

- Fabrication or falsifications of data, using results of another student's work without acknowledgement are intellectual crimes as serious as plagiarism.

- It is a major academic offence and in some cases can lead to the loss of academic status. “Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference of the original source.”

- In the case that two students present reports where parts have evidently been copied from one another, both reports should be brought to the attention of the lab supervisor.

As a university, we all have a role to play in the health and well-being of our students. The **Carleton University Student Mental Health Framework 2.0** is an important addition to Carleton University's efforts to promote positive mental health and assist students in realizing their potential. Not only does it build on the previous Framework's consistent and integrated approach to recognizing, responding, referring and reporting a student in distress, it now offers a holistic, campus-wide approach to mental health and well-being. The Student Mental Health Framework 2.0 has been developed by the Student Mental Health Advisory Committee, a university-based cross-functional team.

For the purpose of the Framework 2.0, we identified and developed recommendations for the following six areas of focus:

- Student Engagement
- Well-Being, Skills Building, and Resilience
- Mental Health Awareness, Literacy and Education
- Accessible Service
- Coordinated Crisis Management
- Institutional Structure

You can view the **Student Mental Health Framework 2.0** for more information on the six areas of focus and the recommendations.

You can view the original **Student Mental Health Framework: A Guide for Supporting Students in Distress**.

<https://carleton.ca/studentsupport/supporting-our-students/>