

LFS TA Training Program:

Advanced TA Skills Letter of Completion: TA instructions

Update 16 July 2024: Languages has been revised to “Letter of Completion” any references to “Certificate of Completion” are outdated. See Senate Policy V-129, Section Policy>1>a>ii.

Purpose

The Faculty of Land and Food Systems (LFS) Teaching Assistant (TA) Training Program *Advanced TA Skills Letter of Completion* is intended to acknowledge TA involvement in professional development beyond the typical level. Pursuit of additional professional development training, like teaching, has benefits for TA skill acquisition and the quality of teaching support in LFS classrooms. The Letter can be added to TA application packages for various roles, both inside and outside of the University of British Columbia (UBC).

Eligibility

In order to complete the program and receive an Advanced TA Skills Letter of Completion, you must:

1. Be a (graduate/undergraduate) student in LFS.
2. Complete at least 5 professional development trainings (workshops, etc.) offered by the LFS TA Training Program or CTLT.
 - Trainings from other UBC Entities are accepted **only** with prior approval.
 - Non-UBC trainings are not accepted.
3. Three out of the five trainings must be completed with the LFS TA Training Program.
 - One of which must have occurred after the approval of the Letter Program (i.e., later than September 1st, 2023).

Professional development training falls into 3 areas: 1. Teaching Fundamentals; 2. Equity, Diversity and Inclusion (EDI); and 3. Teaching Theory and Pedagogy. To be eligible, an LFS student must submit 3 training opportunities from the Teaching Fundamentals category, 1 from the EDI category and 1 from Teaching Theory and Pedagogy category.

<i>Professional development training content area</i>	<i>Number of trainings</i>
Teaching Fundamentals	3
Equity, Diversity and Inclusion (EDI)	1
Teaching Theory and Pedagogy	1

Note: At least 3 of the submitted trainings must have been provided by the LFS TA Training Program.

Training opportunities are typically offered in 1-2 hour workshops throughout the academic year. However, some eligible training opportunities may happen over multiple days. Regardless of the length of training, each opportunity is only valid as a single entry.

Examples of eligible training workshops:

<i>Teaching fundamentals</i>	<i>Equity, Diversity and Inclusion</i>	<i>Teaching Theory & Pedagogy</i>
- Making the Grade	- Offering Constructive Feedback	- Experiential Learning
- In a Room or on Zoom	- Trauma Informed Teaching	- Problem Based Learning
- Lesson Planning	- EDI	- Learning Theory

LFS TA Training Program

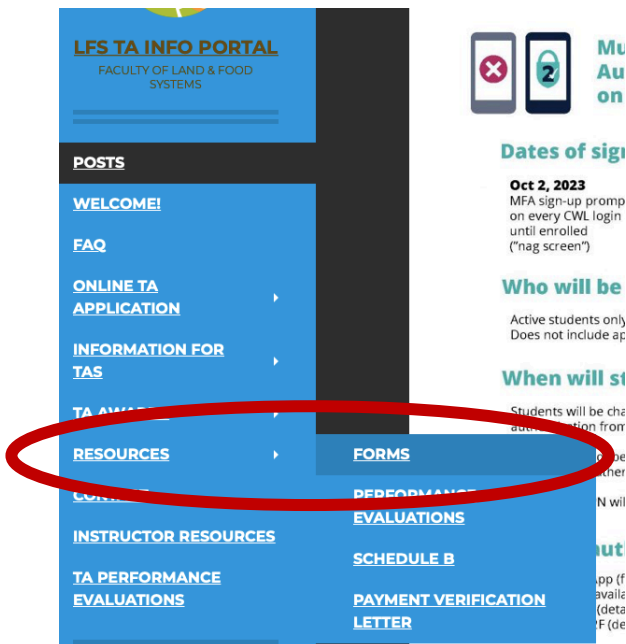
- Adapting Classroom Environments for Flexible Teaching
- Offering Constructive Feedback
- Presentation and Lecturing Skills
- Leading Discussions
- Establishing Positive TA Experiences Working with Faculty
- Race and Classroom Power Dynamics
- Colonialism in Classrooms
- Centering Indigenous Perspectives
- Anti-racism and Solidarity in Teaching Practice
- Instructional Skills Workshop (ISW)

Additional training opportunities may be considered eligible. To be submitted, they must first be pre-approved. TAs must contact the LFS TA Training Coordinators to check eligibility of a different training opportunity if it is not listed above prior to submission for this Letter program.

Steps to apply for a Letter

The Letter is an optional application process for all LFS students who are currently or previously TAed. If interested, an LFS student must:

- 1) Complete 5 eligible professional development training opportunities.
 - Fill in a LFS TA Training Program Form located on the LFS TA website.
 - The form can be downloaded from the TA LFS Portal (<https://blogs.ubc.ca/lfstal/>) by navigating to the Resources > Forms tab on the left-hand side of the web page.



- 2) Wait for a call out from the LFS TA Training Program Coordinators that Letters are being assessed and awarded.
 - This will happen twice a year (Dec and May).
- 3) Notify the LFS TA Training Program Coordinators that you intend on apply using a UBC email.
 - This email will be used to administer your Letter to you once the forms are checked.
- 4) Entered into the LFS Training Record Management System or TRMS portal (<https://training-report.landfood.ubc.ca>).

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- To access the portal, a UBC VPN must be turned on. If this is not already in place, it can be set up here: <https://it.ubc.ca/services/email-voice-internet/myvpn>.
 - UBC CWL credentials are used to log into the TRMS system.
 - The TRMS system is used to house mandatory training for LFS employees.
 - **It is recommended that TAs do not submit individual completion forms until all 5 are done.** Being added to the area without all 5 will result in reminder email every two weeks.
- 5) Once logged into the TRMS website, upload the 5 completed *LFS TA Training Program Forms*.
- Completed forms can be submitted by navigating to the *My Training Record* tab and selecting the correct training category from the drop-down menu, within the LFS TA Letter Program area.
 - i) LFS TA Training Program: Equity, Diversity or Inclusion (EDI)
 - ii) LFS TA Training Program: Teaching Fundamentals 1
 - iii) LFS TA Training Program: Teaching Fundamentals 2
 - iv) LFS TA Training Program: Teaching Fundamentals 3
 - v) LFS TA Training Program: Teaching Theory and Pedagogy
- 6) When submitted, notify the current TA Training Program Coordinators.

UBC Training Record Management System My Account My Work Area My Training Record Hi, alyshade Logout

My Account / My Training Record

My Training Record

Training Record
You do not have any training records

Add Training Record

- Valid file types: jpg, jpeg, png, pdf, doc, docx
- The maximum file size that can be uploaded is 1.5 MB.
- A filename based on the training category

Training: -----

Choose File no file selected

Completion date: November 5, 2023

Add Training Record

A completed form includes: TA name, UBC email, date of the training, who led the training (LFS TA program, CTLT or another pre-approved UBC entity), and 1-2 sentences explaining how the training is relevant to teaching and learning spaces in LFS.

Receiving a Letter

Once a student has completed all 5 training opportunities into the *My Training Record* section of TRMS, the LFS TA Training Program Coordinators will confirm the record and send an electronic PDF copy of the signed Letter to the students UBC email if it is complete. In this email, the submitting student will be provided with a short Qualtrics feedback form to fill in.

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Questions

All questions about the Letter program are to be directed to the LFS TA Program Coordinators. For 2023-2024 academic year: Steven Bristow (sbristow@mail.ubc.ca) & Lexis Ly (lexis.ly@ubc.ca).

The LFS TA Training Program Distinction Letter was originally created by Alysha Deslippe and Jordan Kersey (LFS TA Training Program Coordinators) with consultation of Dr. Judy Chan (CTLT LFS liaison), Dr. Sandra Brown (Associate Dean, Academics), Gabrielle Smith (LFS Learning Centre) and the active LFS Academic Advisory Committee 2023. It was closely developed using the structured implemented by Language Sciences TA Training Program Department at UBC with insights from Rachel Soo.