**TA TRAINING FUND APPLICATION 2024-26 FORM**

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| *Please download a copy of this document and submit as PDF* |

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| --- | --- |
| **Unit name:** |  |
| Is this a returning application? |  |
| Has the budget changed more than 10% from your last application? |  |
| Has the approach significantly changed? |  |

|  |  |  |
| --- | --- | --- |
|  | Year 1 (2024-25) | Year 2 (2025-26) |
| Budget request |  |  |
| Anticipated number of TA’s to be trained through this program |  |  |

# Engaging with Indigenous topics

If the courses in which your TAs will be working engage directly with Indigenous histories, cultures, or systems of knowledge as part of the curriculum, how will TAs be prepared to work with these materials and perspectives in their teaching practices? Please provide some details about the consultation process, professional development support and subject expertise that will be drawn from to provide TAs with necessary training and preparation for this area.

*Enter response here*

# Equity, Diversity, and Inclusion

In what ways will TAs be prepared to support the teaching and learning needs of historically underrepresented and marginalized students in their classes?

*Enter response here*

# Needs Assessment

When was the last time you did a needs assessment of TAs and faculty members in your department? What needs were identified, and how are you incorporating the results of the needs assessment into your TA Training program?   
*(Note: You can refer to the TA Training Evaluation Report if you have done program evaluation where you investigated the needs of your TAs.)*

*Enter response here*

# About the preparation of this proposal

## **Head/Director approval**

Heads/Directors must be consulted on applications prior to submission and agree to provide any in-kind/matching support listed on the budget request. I have shared this application with the Head/Director of my unit and they have agreed to support the program. *Enter Y/N here*

## **TA consultation and involvement**

How were returning or new TAs consulted in the development of this proposal? *Enter response here*

How will TAs be involved in the development and delivery of the TA Training Program? *Enter response here*

## **Consultations with support units**

Please note that consultations in design, delivery and assessment of your program are not mandatory, but can be helpful, and are freely available through CTLT and other support units. Please indicate if and when you have worked with CTLT or other units in preparation of this proposal.

*Example: Consulted with CTLT’s Educational Developer, TA Training Development programs to confirm availability of CTLT staff and cost to support a workshop on engaging students in online courses (April 2022).*

# TA training program plan

*Contents in the tables are just provided as a sample – please replace with your own response.*

## **Learning Outcomes (LOs)**

List the learning outcomes for your TA training program here by number (to facilitate connecting them to the components in the tables below). [[CTLT program outcomes guidance,](https://ctlt.ubc.ca/what-we-do/academic-program-design-and-renewal/program-renewal/program-renewal-approaches/program-learning-outcomes/) [Boston College writing learning outcomes](https://cteresources.bc.edu/documentation/learning-objectives/)].

|  |  |
| --- | --- |
| **Label/number** | **Learning Outcome (LO)** |
| *ISP1* | *Meaningfully and effectively engage students in discussions and activities about Indigenous content and methodologies* |
| *LO2* | *Apply fair and consistent marking practices.* |

## **Events & Evaluation Plan**

Indicate your planned events, roughly when they will occur, which learning outcomes they address, and roughly how they will be evaluated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Event/Session/Workshop** | **LOs** | **Approx. Timing** | **Evaluation plan** |
| *Fairness in grading – in person assessments* | *LO2, LO6* | *Beginning of W1 year 1* | *Surveys and focus group* |
| *Indigeneity/Decolonization in your role as a TA and in our field* | *ISP1* | *End of S2 year 1* | *Participant assessment for knowledge of best practices* |
| *Overall evaluation* | *All* | *End of year 1 and 2* | *Survey to assess TA training program overall* |

## **Optional: Resource Development, or Other components**

These could include creation of resources, asynchronous online modules, mentor programs, or other elements.

|  |  |  |
| --- | --- | --- |
| **Other Resource** | **LOs** | **Evaluation plan** |
| *TA Mentor program* | *LO7, LO9* | *Focus Group* |
| *Developing website resources* | *n/a* | *Contact Us form* |

# **Optional: Other information**

Any additional information you could not capture in the other portions of this form.