



# GATAcademy

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## Event Program

August 28<sup>th</sup> to September 1<sup>st</sup>, 2023

Plus an in-person IDEA (Inclusion, Diversity, Equity, and Accessibility) session and a networking event on September 6<sup>th</sup>



University  
of Windsor

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**GATAcademy is brought to you by  
the Centre for Teaching and Learning and the GATA Network  
in cooperation with the Faculty of Graduate Studies**



**Centre for Teaching  
and Learning**  
University of Windsor

**GATA Network**



**University  
of Windsor**

Faculty of Graduate Studies

**Free snacks and beverages at the GATA Networking  
Event generously provided by UWSA, OPUS, and GSS!**



# GATAcademy Schedule-at-a-Glance

| Monday, August 28, 2023      |   |
|------------------------------|---|
| 9:00 - 10:30 a.m.            | GATA 101: Your Rights, Responsibilities, and What to Expect When You're Hired                               |
| 11:00 a.m. - 12:30 p.m.      | Building Bridges: How GAs/TAs Can Connect with Students   |
| 1:00 - 2:30 p.m.             | The GA/TA Advantage: Use Your Role to Develop Skills and Boost Your Career                                  |
| Tuesday, August 29, 2023     |   |
| 9:00 - 10:30 a.m.            | The Lab Master: Tips and Tricks for Running Engaging and Effective Labs and Tutorials                       |
| 11:00 a.m. - 12:30 p.m.      | Grading Greatness: A GA/TA's Guide to Assessment and Feedback   |
| 1:00 - 2:30 p.m.             | Let's Talk: How GAs/TAs Can Foster Engaging Classroom Discussions   |
| Wednesday, August 30, 2023   |   |
| 9:00 - 10:30 a.m.            | Conflict Resolution for GAs/TAs: How to De-escalate Tricky Situations                                       |
| 11:00 a.m. - 12:30 p.m.      | Making the Most of Your GA/TA Office Hours  |
| 1:00 - 2:30 p.m.             | Student Mental Health Leadership  |
| Thursday, August 31, 2023    |   |
| 9:00 - 10:30 a.m.            | The Future is Now: Dos and Don'ts for GAs/TAs Living in an AI World   |
| 11:00 a.m. - 12:30 p.m.      | Brighten Up Your Teaching: Tips and Tricks for GAs/TAs in Brightspace                                       |
| 1:00 - 2:30 p.m.             | Teamwork Makes the Dream Work: How GAs/TAs Can Collaborate with Microsoft Teams                             |
| Friday, September 1, 2023    |   |
| 9:00 - 10:30 a.m.            | (Re)Framing Anti-Racism Pedagogies, Practices and Scholarship at the University of Windsor                  |
| 11:00 a.m. - 12:30 p.m.      | Global Perspectives in Academia: Navigating Challenges and Embracing Opportunities for International GA/TAs |
| 1:00 - 2:30 p.m.             | Walking Together: A GA/TA's Guide to Supporting Indigenous Students in the Classroom                        |
| Wednesday, September 6, 2023 |   |
| 10:00 a.m. - 12:00 p.m.      | IDEA: Inclusion, Diversity, Equity, and Accessibility (in-person)   |
| 12:30 - 2:00 p.m.            | GATA Networking Event (in-person)   |



# GATAcademy Session Program\*

You will receive automated reminder emails for each workshop you register to. In addition, you will receive an email the day before workshops you registered to with a link to the virtual classroom. Register at [uwindsor.ca/ctl/events](http://uwindsor.ca/ctl/events).

## Monday, August 28

### **GA/TA 101: Your Rights, Responsibilities, and What to Expect When You're Hired**

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Mason Sheppard (Department of Kinesiology)

9:00 - 10:30 a.m.

Emily Varga (Great Lakes Institute for Environmental Research)

This workshop is designed to tell you everything you need to know about being a graduate or teaching assistant at the University of Windsor. Whether you are newly hired, considering applying for an appointment, or are a current GA or TA needing a refresher, you are welcome to join! The facilitators are experienced GAs who will walk you through the process and answer any questions you may have. This workshop covers what to do from the minute you are hired as well as your rights and responsibilities under the CUPE 4580/University of Windsor collective agreement.

### **Building Bridges: How GAs/TAs Can Connect with Students**

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Stephanie Cragg & Carolyn Francis (Applied Social Psychology)

11:00 a.m. - 12:30 p.m.

Connecting with students can be a very important and fulfilling part of being a GA or TA. In this interactive workshop, GAs and TAs will learn how to positively interact and connect with students in a variety of situations, including during office hours, answering questions about course material, discussing assignment grading and giving feedback, and when teaching labs. During the workshop, participants will be able to learn from students who have been GAs and TAs in various courses and scenarios and apply workshop techniques to several common interaction scenarios that may occur in their placements.

### **The GA/TA Advantage: Use Your Role to Develop Skills and Boost Your Career**

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Stephanie Dupley & Aya Roumie (Career Development and Experiential Learning)

1:00 - 2:30 p.m.

Your GA/TAship is a valuable opportunity that provides you with skills and experiences that can help you with your career. In this session, learn about how you can identify and develop these skills and experiences and how you can effectively communicate and market them to potential employers.

## Tuesday, August 29

### **The Lab Master: Tips and Tricks for Running Engaging and Effective Labs and Tutorials**

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Omotayo Gbadamosi & Joy-Lynn Kobti (Department of Chemistry & Biochemistry)

9:00 - 10:30 a.m.

Calling all graduate students! This workshop will present you with a toolbox of strategies to successfully run engaging and effective labs and tutorials. Gain insights into preparing your students for success, designing engaging activities, and facilitating effective learning. We will also go through some tips on assessing learning, providing feedback, as well as how to gain feedback from the students themselves to improve yourself as an educator. This workshop will equip you with tools and techniques to become a master of the lab environment, helping students develop critical thinking skills and achieve practical application of learned course material.

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\* Instructor biographies available on the CTL registration system: [uwindsor.ca/ctl/events](http://uwindsor.ca/ctl/events)



## Tuesday, August 29 (cont'd)

### **Grading Greatness: A GA/TA's Guide to Assessment and Feedback**

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Jake Ouellette (Department of Kinesiology)  
Natalie Sykora (Faculty of Nursing)

11:00 a.m. - 12:30 p.m.

This workshop will introduce GAs/TAs to giving effective feedback when grading assignments. An overview of both positive and negative feedback will be discussed. We will go over how to communicate with your assigned professor, understanding the assignments/rubric, and knowing your audience. We will also talk about the importance of being timely, consistent, and objective when grading. We will be going over tips and tools to help you grade more effectively and efficiently. Challenges and opportunities for improvement will also be discussed. Questions will be welcomed throughout the presentation, as well as at the allotted time at the end of the workshop.

### **Let's Talk: How GAs/TAs Can Foster Engaging Classroom Discussions**

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Archisha Satyarathi (Faculty of Law)  
Bridget Nicholls (Department of Sociology & Criminology)

2:00 - 3:30 p.m.

Engaged class discussions can be used in a variety of disciplines to vivify a topic, practice and solidify previously acquired knowledge, to improve communication, to foster analysis and synthesis of different viewpoints about a problem, or to even generate debates and arguments amongst students to promote higher order thinking skills. This workshop will help GAs and TAs from all faculties and departments to plan, lead, and facilitate discussions using interactive exercises. Participants will leave with strategies on how to plan and prepare for the discussion, communicate with students, handle group dynamics and conflict, active-learning techniques, foster a collaborative environment and more!

## Wednesday, August 30

### **Conflict Resolution for GAs/TAs: How to De-escalate Tricky Situations**

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Reem Adas (School of Social Work)  
Natalie Beltrano (Centre for Teaching and Learning)

9:00 - 10:30 a.m.

Whether engaged in an online or in-person teaching environment, the dynamics must be managed by the Graduate and Teaching Assistants (GA/TAs). This interactive workshop will support GA/TAs to identify productive and unproductive conflict that may occur with students. The importance of developing strategies to promote effective communication and recognize when conflict is not beneficial. Participants will be engaged in opportunities to apply strategies for dealing with difficult situations, such as microaggressions, racism, discrimination among others. We will conclude by discussing managing your emotions and engaging in self-care.

### **Making the Most of Your GA/TA Office Hours**

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Ehsan Ur Rahman Mohammed (School of Computer Science)

11:00 a.m. - 12:30 p.m.

Do you struggle with office hours? Are you curious about how you might facilitate effective office hours? In this workshop, the benefits of office hours for students, instructors, and GA/TAs will be presented, followed by a discussion about the problems students face when attending office hours. A set of strategies with actionable tips to improve office hours for all will be provided, and the remaining challenges will be addressed. Attendees are encouraged to come with their own thoughts and strategies to share with the group.

### **Student Mental Health Leadership**

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Katie Chauvin & Rebecca Dandach (Student Health, Counselling, and Wellness Services)

2:00 - 3:30 p.m.

Designed for student leaders, this presentation covers mental health basics, stigma, resources for support, and simple caring, resilience, stress, and coping skills. Participants will learn strategies for maintaining mental health while balancing their responsibilities.

## Thursday, August 31

### The Future is Now: Dos and Don'ts for GAs/TAs Living in an AI World

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Dave Cormier (Office of Open Learning)

9:00 - 10:30 a.m.

New tools have been made available that make content generation way more simple than it has ever been. It will make grading more complicated, but it could make writing that application letter a lot faster. Some parts theoretical, most parts practical, this session will introduce the various ways in which AI is going to be impacting the different roles of a GA/TA.

### Brighten Up Your Teaching: Tips and Tricks for GAs/TAs in Brightspace

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Tim Au-Yeung & Anna Galka (Centre for Teaching and Learning)

11:00 a.m. - 12:30 p.m.

This session will provide an overview of key Brightspace tools and topics for GAs and TAs in the online environment. Our focus will be on communicating with students (announcements, discussion board), and grading the different types of assessments found on Brightspace (tests, assignments, and discussion boards) in addition to using the Grade Centre and related features. For optimum experience, you should be using Google Chrome for this session.

### Teamwork Makes the Dream Work: How GAs/TAs Can Collaborate with Microsoft Teams

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Bodek Frak (I.T. Services)

1:00 - 2:30 p.m.

In this workshop you will learn about the main features and functions of Teams – chat, virtual meetings and collaborating within Teams using posts, files and collaborating on documents, as well as an overview of Class Teams. We will cover how to send a Teams meeting invite, how to modify Teams meeting settings to fit the purpose of your virtual sessions as well as introduce the Teams webinar function, allowing you to use Teams for professional looking presentations, webinars and virtual conferences.

## Friday, September 1

### (Re)Framing Anti-Racism Pedagogies, Practices and Scholarship at the University of Windsor

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Andrew Allen (Faculty of Education)

9:00 - 10:30 a.m.

In this workshop, I will examine our university Mission statement: Enabling people to **make a better world** through education, scholarship, research, and engagement and compare it with Marylin Cochrane-Smith's purpose of education as preparing students to **engage in satisfying work**, function as **lifelong learners** who can cope with the **challenges of a rapidly changing global society, recognize inequities in their everyday contexts, and join with others to challenge them**. I will make the case that every graduate of the university of Windsor should be able to define race, racism, Anti-racism, Anti-Black/Anti-Indigenous/Anti-Asian, etc. racism, within their own discipline and field of study and be committed to engaging in constructive and productive strategies for change – caring, supportive and restorative collaborative community-based/grassroots endeavours–to challenge all forms of oppression.

### Global Perspectives in Academia: Navigating Challenges and Embracing Opportunities for International GA/TAs

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Ehsan Ur Rahman Mohammed (School of Computer Science)

11:00 a.m. - 12:30 p.m.

International students are a core part of the University of Windsor, but have you ever considered the challenges and opportunities that international GA/TAs face? This workshop will shed some light on the challenges that international GA/TAs have to reconcile and how these challenges can be overcome. Moreover, various opportunities that international GA/TAs create at the University will be explored. Attendees are encouraged to share reflections on their experience as an international GA/TA, particularly their challenges and strategies for overcoming them with the group. Participants will gain tips and will be provided with some resources that can support international GA/TAs.

## Friday, September 1, (cont'd)

### **Walking Together: A GA/TA's Guide to Supporting Indigenous Students in the Classroom**

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Jaimie Kecheho (Centre for Teaching and Learning)

1:00 - 2:30 p.m.

Boozhoo! Join me for this important session that will explore the relationships between teaching assistants, advisors, and Indigenous students. These relationships are interconnected and are guided by shared values of Indigenization to both improve the educational experiences of all students, and teaching assistants across the institution. It also explores how Elders, Indigenous community members, and community education partners are heard and included in the educational experience. This resource reflects a holistic way to serve Indigenous students which will help guide teaching assistants when working with Indigenous students.

## Wednesday, September 6 (in-person)

### **IDEA: Inclusion, Diversity, Equity, and Accessibility**

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Cherie Gagnon & Kaye Johnson (Human Rights, Equity and Accessibility)

10:00 a.m. - 12:00 p.m.

Location: Odette 112

The session will have two parts:

1) Cherie Gagnon will begin this session with a focus on the "A" in IDEA: There are estimates that up to 24% of first-year students self-declare that they have at least one disability, however, only 6-9% register for accommodation supports. This means that there are many students attending University who could benefit from practices that make our campus more accessible and inclusive. Beyond supporting people with a known disability, inclusive practices benefit everyone and are therefore important to the role of GA/TAs. This session will cover topics including ableism, universal design, inclusive language, accessible presentation, and other tips to make the classroom accessible for all.

2) In the second half of this session, Kaye Johnson will focus on the "IDE" in IDEA: Equity, Diversity, and Inclusion....These are interrelated, and should inform all aspects of our practice as GA/TAs. Social identity and cultural competency are important considerations that consciously or unconsciously impact our interactions with others, including the students, peers, faculty, and staff we engage with. In this session, participants will explore how these intersect and influence our world view, different experiences, and diverse perspectives.

### **GATA Networking Event**

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Location: Odette 110

12:30 - 2:00 p.m.

Join us at the GATA Networking Event (in Odette room 110) where there will be an assortment of booths representing various services on campus, for instance, Leddy Library, Lancer Recreation, the GATA Union (CUPE4580), the International Student Centre, and more! Come socialize with fellow GA/TAs and learn about how you and your fellow students are supported on campus. You can drop in anytime between 12:30 and 2:00 pm.

**Free snacks and beverages will be generously provided by UWSA, OPUS, and GSS!**



# GATA Awards - Save the Date

## GA and TA Award for Educational Practice and the GA/TA Award for Educational Leadership

Call for Nominations: November 2023

Deadline: May 24, 2024

The Centre for Teaching and Learning recognizes contributions by graduate and teaching assistants to the University's learning environment. Both the GA/TA Award for Educational Practice and the GA and TA Award for Educational Leadership aim to:

- recognize and honour exemplary GAs and TAs who contribute to a positive, learning-centred environment at the University;
- inspire GAs and TAs to recognize their potential for excellence in educational practice and leadership, and motivate them to transform that potential into reality; and
- publicize examples of excellence in GA/TA educational practice and leadership that can inform the practices of all teachers, while contributing to student and faculty pride in teaching and learning at the University of Windsor.

### Eligibility

- The GA/TA must be currently employed at the University of Windsor or have been employed in the previous 12 months of the call for nominations.
- The GA/TA may still be nominated if he or she has previously won another teaching award (for example, at the department level).

### Nomination Process

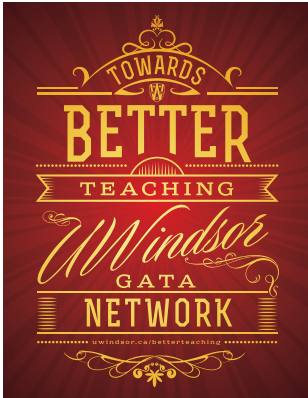
- A GA/TA who meets the eligibility criteria may be nominated by a past or present student of the GA/TA, or by a colleague, faculty member, or staff member. GA/TAs may not nominate themselves.
- Any nominee who wishes to meet with the CTL for consultation and advice regarding dossier preparation is encouraged to contact Elizabeth Ismail at the email address below.
- Late nominations will not be accepted.

A Call for Nominations will be announced in November 2023. The deadline for nominations is May 24, 2024. Questions and comments may be directed to Elizabeth Ismail, [ismaile@uwindsor.ca](mailto:ismaile@uwindsor.ca).





# Got questions about being a GA/TA? We are the app for that.



You've heard the saying, "It takes a village to raise a child"? Well, think of the GATA Network as a village dedicated to raising good teachers. Co-sponsored by the Centre for Teaching and Learning and Graduate Studies, the GATA Network works with GAs and TAs across campus, introducing them to mentors and resources they will need to improve their pedagogical knowledge and skills. Whether online or face-to-face, the Network connects both new and experienced GAs and TAs to learning communities, workshops, and practice sessions. To learn more about the GATA Network and how you can take part, contact us at [gata@uwindsor.ca](mailto:gata@uwindsor.ca).



On Twitter: [twitter.com/GATANetwork](https://twitter.com/GATANetwork) (@GATANetwork)



On Facebook: [facebook.com/GATANetwork](https://facebook.com/GATANetwork)



On Instagram: [instagram.com/gatanetwork](https://instagram.com/gatanetwork) (@gatanetwork)

## GATA Network Online Training Videos

The Network is currently developing online training modules to support GAs/TAs in their transformation from being a student to an assistant. These training modules provide 'how-to' tips, teaching and learning resources, and information on the various services offered at the University of Windsor. Currently we have created an initial introductory module, a module summarizing the roles, rights, and resources for GAs/TAs, and a third module on active learning. Keep checking our YouTube channel for more videos to come.



# Resources

## Policies and Guidelines for Graduate and Undergraduate Teaching Assistants

Adapted from Graduate Studies

### What is the difference between a GA and a TA?

- GA (graduate assistant): Full-time graduate student
- TA (teaching assistant): Undergraduate student (UG)
  - TA I: 1<sup>st</sup> and 2<sup>nd</sup> year in program
  - TA II: 3<sup>rd</sup> and 4<sup>th</sup> year in program
  - TA III
    - TA III (i): GAs who are not appointed for that term
    - TA III (ii): UG students already holding another undergraduate degree
    - TA III (iii): non students

### GAs and TAs are Students **and** Employees

- Student: registration requirements, must be in good standing in program
- Employee: must obtain UWindsor employee number and complete mandatory employee training
  - Must be eligible to work
  - Limit on total hours of work (more details in subsequent sections)

### GA Eligibility Requirements

- Must be registered full-time for the term of work BEFORE GA contract can be approved
- Remain registered full-time throughout the term
- Eligible for funding
  - First 6 terms full-time of Master's program
  - First 12 terms full-time of PhD program

### TA Eligibility Requirements

- Must be registered for the term of work BEFORE TA contract can be approved
  - Domestic TAs can be full or part-time
  - International TAs must be full-time AND have valid study/work permit to work in Canada
- Remain registered throughout the term
- Be in good standing (i.e., not on academic probation)

I have been offered a GA/TA appointment... What do I do next?

**Steps**

1. Sign contract (i.e., Notice of Appointment to Assistantship) prepared by your department
  - a. 3 signatures: GA/TA, department head, dean of graduate studies
2. Obtain your copy of the signed contract from your department secretary after Graduate Studies approval
3. Obtain UWindsor employee number from Human Resources
4. Contact the course instructor (i.e., let them know you will be their GA or TA) within 10 days of beginning of appointment
5. Complete "Form 1" (describes your duties and allocation of hours) and discuss with instructor any scheduling concerns BEFORE beginning appointment
  - a. Record all duties on Form 1 and proportion of total hours allocated to each duty (typically in conjunction with the instructor)
  - b. Complete mandatory training for new UWindsor employees within deadlines set by department
  - c. Mid-term review of duties with instructor – record any changes on Form 1

**FORM 1**

**Description of Duties and Allocation of Hours**

| <b>Student Name:</b>  |  |         |
|---|--|---------|
| <b>Student number:</b>  |  |         |
| Department:   |  |         |
| Course Number & Title:  |  |         |
| Supervising Professor:  |  |         |
| Duties  | Hours per task                         |         |
|   | Initial                                | Revised |
| Training:   |  |         |
| Preparation:  |  |         |
| Contact:  |  |         |
| Marking/Grading Estimated Enrolment per GA/TA:  |  |         |
| Other Duties:   |  |         |
| <b>TOTAL HOURS</b><br><i>(NOTE: Where an assistant believes that they are likely going to exceed their contracted hours in a particular semester, the assistant must inform their supervisor, in writing or via e-mail, at least 20 hours prior to completion of the hours allotted in their contract.)</i> |  |         |
| Prepared by (Supervisor):   | Signature:                             | Date:   |
| Approved by (Chair/Designated Authority):   | Signature:                             | Date:   |
| Accepted by (Graduate/Teaching Assistant):  | Signature:                             | Date:   |
| <b>MID COURSE REVIEW CHANGES</b> (if no changes, record date of meeting and note no changes)  |  |         |
| Date of Meeting:  | Prepared by (Supervisor signature):    |         |
| Approved by (Chair/Designated Authority Signature):   | Graduate/Teaching Assistant Signature: |         |

### How many hours **will** I work?

- Specified in your contract
- Course instructor cannot authorize work over the total hours in your contract
- If you believe you may go over your contract hours, **you must notify instructor/supervisor in writing** or via email **at least 20 hours prior to completion of all hours in your contract**
- Discuss if any adjustments are needed to ensure you do not exceed total contract hours and record any modification in Form 1 (mid-term review)

### How many hours **can** I work each term?

#### TAs

- TA I and II: no minimum and up to 100hrs/term
- TA III: no minimum and up to 110hrs/term
- If holding a TA contract in more than one department, **total combined hours cannot exceed 100hrs/term**

#### GAs

- From 70-140hrs/term
- GA employment counts towards total hours per term allowed for UWindsor-related employment
  - Maximum hours of paid employment = **240hrs/term (Fall, Winter, Summer)**
    - Includes GA appointment, research assistantship (if paid as salary), sessional instructor appointment
      - **\*\*\* cannot hold sessional appointment and GA in same term\*\*\***

### How many terms can/will I receive GA or TA appointment?

#### TAs

- No restriction (can apply every term)

#### GAs

- Funding commitment: if offered a GA, your department will offer GAs in future terms to a total of
  - Master's: equivalent of 3 full terms @ 140 hours (total 420 hours)
  - PhD: equivalent of 7 full terms @ 140 hours (total 930 hours)
  - Eligibility to apply for one additional term



### What are the conditions?

#### TAs and GAs

- Remain registered throughout appointment
- Be in good standing in degree program
- Perform satisfactorily the required GA/TA duties

#### GAs only

- Must apply **each term** by application deadline until receiving the minimum required terms of support (i.e., 3 for Master's; 7 for PhD)

### What if I'm unavailable to work in a particular term (applies only to GAs)

- Assistantship exemption: must request **before** the first day of the term and **in writing**
  - PhD: max of 3 terms (2 if also takes sessional appt)
  - Master's: max of 1 term
- Department will offer GA in future term if student is still eligible for funding
- GA may decline appointment without penalty while on:
  - Approved leave of absence (e.g., maternity/paternity, parental, medical, bereavement, personal emergency leaves)
  - Co-op terms
  - Sessional appointments (max of 2)

### What if I want to work fewer hours in a particular term? (Applies only to GAs)

- Can request fewer hours than offered
- Need approval by department
- If department agrees to reduce hours, then it counts as a term of support to the number of hours **originally offered** by the department
  - E.g., Department offers 140 – GA requests 100 – Department agrees – counts as 140 hours

## GA/TA – Instructor Question Checklist

Adapted from Alex Kozelko at the University of Manitoba

You've been hired as a GA/TA. Prior to the start of the course, it is important to communicate with the instructor to clarify expectations and determine your role and responsibilities as a GA/TA for their course.

Below is a list of questions to discuss with the course instructor.

### Roles and Expectations

| Question   | Answer |
|--|--------|
| What is my role in this course?  |        |
| What responsibilities will I have?   |        |
| Am I expected to attend weekly lectures?   |        |
| Whom do I contact if I am unable to fulfill my duties (e.g., illness, emergency)? Instructor? Secretary? |        |
| How many hours a week am I expected to dedicate to the course?   |        |
| Should I log/track the hours I've worked?  |        |
| Am I expected to hold (virtual) office hours?  |        |

Additional questions

| Question | Answer |
|----------|--------|
|          |        |
|          |        |
|          |        |
|          |        |
|          |        |

### Course and University of Windsor Policies

| Question   | Answer |
|--|--------|
| If I assist a student during office hours, what kind of assistance is allowed? |        |
| Are there any course or university policies I should be aware of?              |        |
| If I suspect or have concerns about academic dishonesty, what should I do?     |        |
| What should I do if a student challenges me in the course?                     |        |

|  |  |
|--|--|
| What are the policies for this course regarding assignment extensions, accommodations, and make-up tests? Whom should the students contact about this? |  |
| If a student requests an accommodation for accessibility, what should I do?  |  |

Additional questions

| Question | Answer |
|----------|--------|
|          |        |
|          |        |
|          |        |
|          |        |
|          |        |

**Technical Skills**

| Question  | Answer |
|---|--------|
| What are my grading responsibilities for this course?   |        |
| Will I be using rubrics and/or marking keys to evaluate students' work?                                       |        |
| Where do I enter grades? Are there multiple places I need to do so?   |        |
| Will students be given the grading criteria (e.g., rubric or marking key) for assessments?                    |        |
| What quality of feedback am I to provide on student assessments? Should they always receive written feedback? |        |
| What is the turnaround time for grading?  |        |
| If students have concerns/complaints about grades received, how am I to address this?                         |        |

Additional questions

| Question | Answer |
|----------|--------|
|          |        |
|          |        |
|          |        |
|          |        |
|          |        |

## **Blackboard**

| <b>Question</b>  | <b>Answer</b> |
|--|---------------|
| Will assessments marked on Blackboard have rubrics? If so, how do I use them?  |               |
| Will I need to grade quizzes/tests/exams in this course? Or, are they automated?   |               |
| Should grades be visible to students on a rolling basis while marking or only accessible once all have been marked? Will you be reviewing them before their release? |               |
| Will I be required to run any synchronous sessions with students on my own?  |               |
| Will I be responsible for posting announcements or content on Blackboard?  |               |

### Additional questions

| <b>Question</b> | <b>Answer</b> |
|-----------------|---------------|
|                 |               |
|                 |               |
|                 |               |
|                 |               |
|                 |               |

## **Communication**

| <b>Question</b>   | <b>Answer</b> |
|---|---------------|
| What are your expectations for my communication with students in the course?  |               |
| Will there be an area in the course for students to ask questions (e.g., discussion board)? Am I responsible for answering those questions? |               |
| Do you expect regular communication by us? If so, via email or another method? How often should we communicate?                             |               |
| What is a reasonable turnaround time for answering student questions and emails?  |               |



|   |  |
|---|--|
| Am I expected to communicate with other GA/TAs in the course (if applicable) about grading practices and/or other course matters? |  |
| Will we have any virtual meetings to discuss how things are going during the course?  |  |

Additional questions

| Question | Answer |
|----------|--------|
|          |        |
|          |        |
|          |        |
|          |        |

**Other Resources**

GA/TA and Funding Related Forms (including “Notice of appointment to assistantship”, “GA/TA application form”, and “Form 1”): <https://www.uwindsor.ca/graduate-studies/366/faculty-forms>

GA/TA Contract Payroll Dates: <https://www.uwindsor.ca/graduate-studies/458/gata-contract-deadlines>

Collective Agreement (CUPE 4580) for GA/TAs:  
<https://www.uwindsor.ca/humanresources/526/collective-agreements>

GA/TA Network Main Website: <https://www.uwindsor.ca/ctl/388/gata>

Student Appointments (New Hire Forms): <https://www.uwindsor.ca/graduate-studies/473/gas-and-tas>

Compulsory Training Upon Hire:  
[https://www.uwindsor.ca/humanresources/sites/uwindsor.ca.humanresources/files/ctr-fs-aug\\_2015.pdf](https://www.uwindsor.ca/humanresources/sites/uwindsor.ca.humanresources/files/ctr-fs-aug_2015.pdf)

Faculty of Graduate Studies Contact Information: <https://www.uwindsor.ca/graduate-studies/349/contact-us>

Policies and Guidelines for GA/TA Appointments: [https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/sept.9.2020.\\_ga\\_tapolicies.pdf](https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/sept.9.2020._ga_tapolicies.pdf)

# WRITING SUPPORT DESK



## What is the Writing Support Desk?

The Writing Support Desk is a free service for all University of Windsor students. Our Purpose is to help students address issues with their academic writing through one-on-one consultations and workshops.

## What We Help With

- interpreting assignment prompts
- constructing strong theses and arguments
- understanding grammar, punctuation, and syntax problems
- analyzing and integrating sources
- citing and referencing



## Note:

Students should note that the WSD is not a proofreading service. Though we will examine as much of a sample of writing as we can in the space of a 25-minute consultation, our goal is to teach students how to improve their writing, not to edit the work.

Appointments are required for all one-on-one consultations. Appointments book up quickly, so we strongly recommend booking at least a week in advance. Students can book appointments through mySuccess in order to meet with an advisor via Teams.



## Book Today!

Students should send their documents in advance of their appointments to [writingsupport@uwindsor.ca](mailto:writingsupport@uwindsor.ca) (.doc or .docx format only).

Students can also use mySuccess to sign up for free Writing Support workshops on various topics offered online via Blackboard Virtual Lounge.

For more information, including about online service access and our FAQ, please visit [www.uwindsor.ca/writingsupport](http://www.uwindsor.ca/writingsupport) or email us at [writingsupport@uwindsor.ca](mailto:writingsupport@uwindsor.ca).

# OUR SERVICES

EMPOWERING STUDENTS TO BECOME BETTER WRITERS



## ONE-ON-ONE CONSULTATIONS

Meet with an academic writing advisor for a 25-minute consultation up to twice per week to discuss your writing and receive feedback.

## WSD WORKSHOPS

Learn about writing topics—from punctuation, sentence structure, and tenses, to essay structure, citation, and graduate applications—in our one-hour interactive workshops.



## IN-CLASS WORKSHOPS

Learn how to get started with your writing assignment, organize an essay, format citations, and more in our customized in-class workshops.

## WSD ON BLACKBOARD

Download WSD's workshop slides, attend a workshop remotely using Virtual Classroom, or work through our self-guided tutorials. Find us on Blackboard under 'Organizations.'



## MORE ONLINE RESOURCES

Connect with online citation, grammar, and ESL resources as well as other helpful UWindsor departments on our website: [uwindsor.ca/writingsupport](http://uwindsor.ca/writingsupport).



## IT'S EASY TO BOOK APPOINTMENTS

## & SIGN UP FOR WORKSHOPS!

1. Log into **mySuccess** at [success.uwindsor.ca](http://success.uwindsor.ca)
2. Select '**Writing Support**,' and choose either '**Appointments**' or '**Events & Workshops**'
3. Choose the appointment slot or workshop that works for you!



## READ

assignment prompts carefully. If you don't understand, re-read and ask questions!

## PLAN

ahead! Don't just start writing. Create an outline or skeleton essay as a road map for your paper.



## DEVELOP

a clear thesis statement in order to clarify your paper's purpose and keep your argument focused.

## BEGIN

each paragraph with a topic sentence that alerts the reader to the focus of that paragraph.



## CHOOSE

clear, direct, and concise language. Keep it simple, and resist the urge to overuse a thesaurus.



University of Windsor

WRITING SUPPORT DESK

# TOP 10 WRITING TIPS

UWINDSOR.CA/WRITINGSUPPORT  
WRITINGSUPPORT@UWINDSOR.CA

## MIND

your tense! Generally, refer to books and articles in the present but the research process itself in the past.



## AVOID

informal language, including contractions (ex. can't, it's), slang, and other colloquialisms.

## CITE

any idea that comes from another source, whether it is in your own words or not. When in doubt, cite!



## USE

punctuation appropriately; semi-colons can join related independent clauses, just like this!

## EDIT

and proofread before submitting. Read your paper out loud to help catch awkward wording and mistakes.





**95%**

of WSD users found the service helpful or very helpful

**83%**

wish they would have visited the WSD earlier in their program

**86%**

of users would recommend the WSD to a friend or colleague

**WHAT STUDENTS ARE SAYING ABOUT THE WSD:**

"I wish I had known about this service much earlier."

"Really helpful staff!"

"Amazing service!"

"All advisors are supportive and efficient."



**WRITING SUPPORT DESK**

**8**

academic writing advisors

**2**

appointments per week per student maximum

**25**

minutes per appointment

**200+**

appointments available each week



**CONTACT US**

WRITINGSUPPORT@UWINDSOR.CA | EXT. 3472  
LEDDY LIBRARY, MAIN FLOOR, UWINDSOR  
UWINDSOR.CA/WRITINGSUPPORT

**HOURS**

MONDAY - FRIDAY 9AM-7PM  
SATURDAY 10AM-5PM  
CLOSED SUNDAYS

# 5 WAYS LEDDY LIBRARY CAN SUPPORT YOUR ONLINE SEMESTER

As the situation evolves, our services may change. Please visit our COVID-19 FAQ webpage for updates.

## 1 Subject Specialist Librarians

Need help with assignment research? Not sure where to start? Each academic department has access to a subject specialist librarian that provides a range of supports to assist your academic research and discovery.



 Find your librarian online!

## 2 Resources

Leddy Library has over 3 million academic resources to support your studies. From journal articles and books to online databases. Plus, you can access online resources off campus via your UWin ID.

## 3 Interlibrary Loans (RACER)

Can't find what you are looking for? No problem! Leddy Library offers free Interlibrary loans for UWindsor students through RACER, a system that allows you to borrow materials from other libraries if they are not available at Leddy. (Interlibrary loans are currently limited to online resources only).

## 4 Course Resource Lists

Leddy Library works with your professors to make access to your course materials as easy as possible. Course Resource Lists is an online reading list system that you can access through your Blackboard course site and the Leddy Library website.

## 5 We're here to help!

Although the Library building is temporarily closed due to COVID-19, the Leddy Library continues to provide key services and support for students online. Our team of experts is available to help with all your research and academic needs.

Connect with us via LiveChat on our website or send us an email:

[LeddyLibrary@uwindsor.ca](mailto:LeddyLibrary@uwindsor.ca)



**Leddy Library**  
University of Windsor

**Need help? Chat with us!**  
Visit our website to chat live with a librarian.  
[www.Leddy.UWindsor.ca](http://www.Leddy.UWindsor.ca)

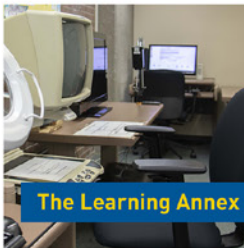




The **Writing Support Desk's** physical location in Leddy Library is currently closed. All services will be offered online only until further notice. Consultations can be booked via mySuccess.



The **English Conversation Group** offered by Leddy Library will continue to host sessions online. Interested students can join the group through Blackboard.



The **Learning Annex** at the Leddy Library is temporarily closed. Please contact the Student Accessibility Office for other arrangements.



Miss studying in the library? Check out our **Virtual Meeting Background** images that you can apply during your meetings.

## QUICK LINKS

**Academic Data Centre:**

<http://leddy.uwindsor.ca/adc>

**Accessibility Services:**

<http://leddy.uwindsor.ca/services-disabilities>

**Campus Copyright Information:**

<http://leddy.uwindsor.ca/copyright>

**Centre for Digital Scholarship:**

<http://cdigs.uwindsor.ca>

**Citation Style Guides:**

<http://leddy.uwindsor.ca/writing-help>

**Course Resource Lists:**

<http://leddy.uwindsor.ca/course-resources>

**Media Centre:**

<http://leddy.uwindsor.ca/media-centre>

**Open Access:**

<http://leddy.uwindsor.ca/open-access>

**Order from Other Libraries:**

<http://leddy.uwindsor.ca/interlibrary-loan>

**Archives & Special Collections:**

<http://leddy.uwindsor.ca/archives/rare-books>

**Journal Articles and Research Tools:**

<http://leddy.uwindsor.ca/research-tools>

**Research Data Management:**

<http://leddy.uwindsor.ca/research-data-management>

**Scholarship at UWindsor Open Access Repository:**

<http://scholar.uwindsor.ca>

**Southwestern Ontario Digital Archives (SWODA):**

<http://swoda.uwindsor.ca/>

**Statistics Canada Research Data Centre:**

<http://www.uwindsor.ca/research-data-centre/>

## CONNECT WITH US



[Twitter.com/leddylibrary](https://twitter.com/leddylibrary)



[Facebook.com/leddylibrary](https://facebook.com/leddylibrary)



[Instagram.com/leddylibrary](https://instagram.com/leddylibrary)



[Youtube.com/user/uwinleddy](https://youtube.com/user/uwinleddy)







**Leddy Library**  
University of Windsor

## Meet Our Team ACADEMIC DATA CENTRE



The Academic Data Centre (ADC) team is committed to help you access and work with data.

### BERENICA VEJVODA



Academic Data Centre



Research Data Centre



Mathematics & Statistics



### CARINA LUO



Geographic Information Systems



Geospatial Data



Statistical & Spatial Analysis



### RONG LUO



Academic Data & Statistical Consulting



## About the ADC

Our team at the Leddy Library's Academic Data Centre is here to help faculty and students discover and analyze and manage both numeric and geospatial data, as well as support the use of data in teaching and research.

The Centre provides a variety of research data services including statistical and GIS software instruction, research data management consultations, and data visualization creation. In addition, the Center provides access to datasets, assists with the creation of graphs and maps, and helps choose and implement statistical and GIS methods and procedures.

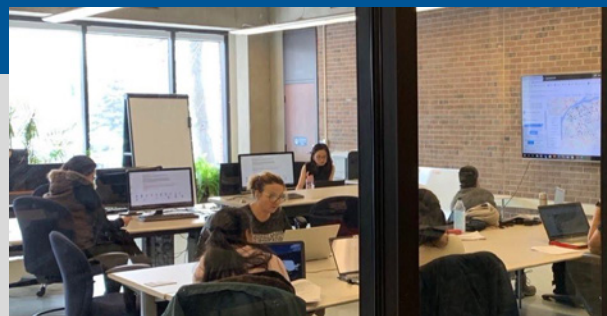
## We're here to help you:

- Discover available data sources
- Use statistical and GIS software
- Conduct statistical and spatial analyses
- Data visualization
- Research data management



**Schedule an appointment:**

[libdata@uwindsor.ca](mailto:libdata@uwindsor.ca)



[leddy.uwindsor.ca/ADC](http://leddy.uwindsor.ca/ADC)

Visit the ADC website for more information about the services and resources available to you!



## Additional Links from Leddy Library

- [Services](#)
- [Library of Congress Classification](#)
- [Journal Articles and Research Tools](#)
- [Statistics and Data Help](#)
- [Course Readings](#)
- [Writing Help](#)
- [Computer Help](#)
- [Using Omni](#)
- [Contactless Pickup and Digital Delivery](#)



## Helpful Videos:

- [How to find a source from a citation](#)
- [Don't pay for research! How to add links to the Leddy Library in Google Scholar by Mita Williams](#)
- [Find Open Access articles using the Unpaywall browser extension](#)

# Student Accessibility Services

Student Accessibility Services (SAS) is an educational support program for student who require academic accommodations for a permanent or temporary disability.

1. Student self identifies with a disability



2. Student fills out an intake form and meets with an advisor



3. Advisor assesses documentation and assigns recommended accommodations and creates a letter



4. Student shares letter with instructor

**Detailed information about the intake and registration process along with related documents can be found at [www.uwindsor.ca/sas](http://www.uwindsor.ca/sas). The website also houses the Instructor handbook and other resources.**



University  
of Windsor

Student  
Accessibility Services

# ORGANIZATION OF PART-TIME STUDENTS (OPUS)



Organization of Part-time  
University Students  
University of Windsor  
Canadian Federation of Students Local 106

IF YOU ARE A  
PART-TIME STUDENT,  
~ THAT IS, TAKING  
1-3 COURSES ~  
THEN YOU ARE A

**MEMBER**

**OF OPUS!**



University  
of Windsor

## OUR MISSION AND MANDATE

OPUS is a dynamic organization that advocates and promotes a rewarding University of Windsor experience for part-time students.

We believe that part-time & mature students have different needs, concerns distinct from those of the rest of the undergraduate student body.

These students work hard to balance their many responsibilities of home, family, work and education.

OPUS strives and advocates to help students cope with the additional pressure of studies and the adjustment to an academic environment.

# WHAT

# WE OFFER:

## SERVICES

- Virtual Educational Webinars
- Beacon's Mental Health
- Drug & Dental Plans
- Scholarships & Bursaries
- Annual Free Tuition Bursary Draw
- Universal Bus Pass
- Volunteer Opportunities
- Student Representation and Academic Advocacy
- Workshops and Giveaways
- Printing, faxing, and photocopying services
- Student rights and advocacy for justice on and off campus academic financial issues
- Lounge, Study, and Kitchen Area
- Free Pizza every Friday

## SUPPORT

We conduct virtual bi-weekly meetings to provide assistance and address the issues and concerns of our part-time and mature students.

# WHAT WE DO:

The primary goal of OPUS is to ensure equal opportunity to quality education and support for all part-time and mature students.

The most important purpose of OPUS is advocacy, which it does through its involvement in the decision-making process of university governance.

We at OPUS are engaged with our part-time and mature students' academic, physical, and social well-being.

# ARE YOU A

# PART-TIME

# STUDENT?

Meet fellow part-time students and become better informed about issues that affect you on campus

# STUDENTS WITH CHILDREN

**If you have  
children and are  
pursuing a  
career, you are  
not alone!**

---

## Contact Us

CAW Student Centre, Room 172  
Windsor, ON N9B 3P4  
Phone: (519) 971-3603  
Fax: (519) 971-3623  
Email: [opus@uwindsor.ca](mailto:opus@uwindsor.ca)  
Web: [www.uwindsor.ca/opus](http://www.uwindsor.ca/opus)



Social Media: @opusuwindsor

## SUPPORT

We conduct virtual bi-weekly meetings to provide assistance and address the issues and concerns of our part-time and mature students.

# The Office of Open Learning

## Frequently Asked Questions

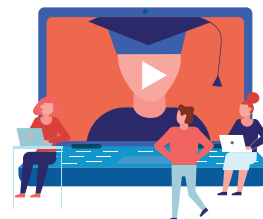


### Get in Touch!

General inquiries: [openlearning@uwindsor.ca](mailto:openlearning@uwindsor.ca)  
Admin: Alicia Higgison ([Alicia.Higgison@uwindsor.ca](mailto:Alicia.Higgison@uwindsor.ca))

### What does The Office of Open Learning do?

Our small but mighty team supports instructors in designing and developing engaging learning resources, and high quality online, hybrid, flipped, and open courses. We can also help you evaluate technology needs and open educational resources, such as open textbooks, to enhance the teaching and learning experience.



1.

2.



### I'm not quite ready to develop a fully online course, can I still work with OOL?

Absolutely! We can help whether you want a small tweak, or a full course design. We support a wide variety of technologies for instructors looking to provide more flexibility for students or enhance their learning environments. Open Learning supports tools such as the Blackboard Collaborate virtual classroom, WordPress electronic portfolios (ePortfolios), PressBooks open textbooks, and tools for creating and editing video, H5P interactive learning content, collaborative learning, YuJa, EquatIQ and Read&Write, and more. We also support online exam management, including the new BetterExaminations tool that will be integrated to Blackboard. Our online learning specialists can help you determine the best options for you and your students!

### Is there funding available for developing online courses and programs?

Yes! OOL offers targeted grant funding and support for pedagogical innovation, developing online courses and programs, exploring new technologies, and creating or adapting open educational resources. We can also help you find external funding to support this important work.



3.

4.



### I want to create videos for my courses. Can you help?

Yes! Our team can work with you to develop custom video content, interactive tutorials, recorded lectures, and more. We can also help with captioning for accessibility. The University now has a Video Platform called YuJa that is available for faculty, staff and students and integrated to Blackboard. YuJa allows you to record, caption, edit, store and share your videos and other documents, along with the ability to produce Blackboard-ready quizzes, or use your mobile device to record/stream videos.

# CREATE, SHARE, AND REUSE INTERACTIVE HTML5 CONTENT IN YOUR BROWSER!



H5P (<https://h5pstudio.ecampusontario.ca/>) is a tool that Ontario educators can use to create free interactive content.

Whether you want to explore those resources that have already been created and openly shared, or create your own, H5P has incredible potential.

With H5P you can:

- Add quizzes and pop-ups
- Create interactive presentations
- Provide fillable & downloadable forms
- Produce interactive Videos
- Allow audio input
- Create scenarios where the result depends on the choices
- Create virtual 360 degree tours

**Contact us to see how we can help you!**  
[openlearning@uwindsor.ca](mailto:openlearning@uwindsor.ca)





# CUPE 4580

# Representing GA's and TA's at the University of Windsor

If you are currently employed by the University of Windsor as a Teaching or Graduate Assistant you are a member of CUPE Local 4580!

The Collective Agreement can be found here:  
<https://4580.cupe.ca/files/2018/05/2016-2019-CUPE-4580-collective-agreement.pdf>



## Collective Agreement

Your working conditions are set out in a legally binding document called a **Collective Agreement**. You are encouraged to familiarize yourself with the provisions in this Collective Agreement. Should you experience a violation of the provisions outlined therein please contact a Union Representative as soon as possible so the violation can be rectified.

## Local 4580 Scholarship Fund

The scholarship fund will be set up and awarded at random to members at the Annual General Meeting at a maximum of 250\$ each



The number of available scholarships to be determined by the executive board and announced prior to the awarding of the first scholarship.

## By-Laws

The local bylaws are the set of rules that govern the operation of our Local 4580 Union. These rules should not be confused with the Collective Agreement working conditions.



The local by-laws can be found here:  
<https://4580.cupe.ca/files/2016/04/4580-By-laws-March-16-2016.pdf>

The successful applicant must:

- send their academic transcript to the membership officer before the deadline (to be announced)
- be in academic good standing
- be a member of CUPE 4580 who does not hold executive office and have held or is eligible to hold at least one GA/TA in the present academic year
- have attended at least 2 membership meetings before the Annual General Meeting of the present academic year and be present at the Annual General Meeting.

President: Emily Varga  
 Vice-President: Alicia DiCarlo  
 Treasurer: Milad Kazemian  
 Secretary: Hasnet Ahmed  
 Membership Officer: Kory Bertrand  
 Trustees:  
 Nick Falk, Erika Nissen, and Lauren Weller



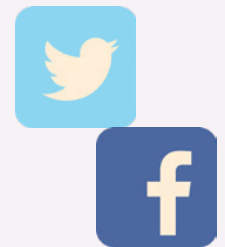
## Your Local Executive Board 2021-2022:

Your local executive can be contacted at [cupe4580@uwindsor.ca](mailto:cupe4580@uwindsor.ca)

## Social Media Follow us on:

Twitter:  
<https://twitter.com/CUPE4580>

Facebook:  
<https://www.facebook.com/CupeLocal4580/>



## General Membership Meetings

These meetings shall be held on the first Wednesday in October, November and February at 6:00 p.m. All members are encouraged to attend!



Pizza and refreshments will be provided when we return to in-person!



## GA/TA Orientation

Join us on September 8th 2021 for our GA/TA orientation from 3:10 - 3:30 pm. Meet the new 2021 - 2022 Executive and come prepared with any questions you may have!

Visit our website at [4580.cupe.ca](http://4580.cupe.ca)



# Reaching out for support

CAMPUS  
care

**Student Counselling Centre**  
Professional counselling for UWindsor students, available by appointment.  
CAW Student Centre 293  
**Schedule an Appointment:**  
scc@uwindsor.ca  
[www.uwindsor.ca/scc](http://www.uwindsor.ca/scc)

**Student Health Services**  
Campus-based health care provided by physicians, nurses, dietician, and referrals to staff psychiatrist, available by appointment.  
CAW Student Centre 242  
**Schedule an Appointment:**  
519-973-7002  
[www.uwindsor.ca/health](http://www.uwindsor.ca/health)

**Peer Support Centre**  
Drop-in emotional support by trained University of Windsor student volunteers. Fall & Winter semesters only.  
CAW Student Centre 291  
No appointment needed.  
[www.uwsa.ca/services/psc](http://www.uwsa.ca/services/psc)

**Sexual Misconduct Response & Prevention Office**  
Campus-based support for members of the University community who have had an unwanted or non-consensual sexual experience.  
Email: [svsupport@uwindsor.ca](mailto:svsupport@uwindsor.ca)  
[www.uwindsor.ca/sexual-assault](http://www.uwindsor.ca/sexual-assault)

is always  
**Strong**

**Campus Community Police | 24/7**  
General assistance, emergency response, crime prevention, etc.  
2455 Wyandotte St. W  
Non-Emergency: 519-253-3000 Ext. 1234  
**Campus Emergency: 519-253-3000 Ext. 4444**  
Download Safe Lancer App: "Safe Lancer"  
[www.uwindsor.ca/campuspolice](http://www.uwindsor.ca/campuspolice)

**Windsor Regional Hospital Walk-In Crisis Service | 24/7**  
Walk-in care for mental health crises and emergencies.  
Windsor Regional Hospital  
Emergency Department  
1030 Ouellette Ave.

SAFETY & EMERGENCIES 911

## My Student Support Program | 24/7

Professional counselling for UWindsor students worldwide, available by phone or text in 35+ languages. Can request to speak with a counsellor with identity that aligns with yours (e.g., BIPOC, LGBTQ+, language, culture, etc.).

Download the App: "MySSP"

Call: 1-844-451-9700

[www.mystudentsupport.com](http://www.mystudentsupport.com)

## Wellness Together Canada | 24/7

Mental health & substance use counselling and support for anyone living in Canada.

Call: 1-866-585-0445

Text: WELLNESS to 686868

[www.wellnesstogether.ca](http://www.wellnesstogether.ca)

## Good2Talk | 24/7

Mental health support for Ontario post-secondary students.

Call: 1-866-925-5454

Text: GOOD2TALKON to 68686

[www.good2talk.ca](http://www.good2talk.ca)

## Canada Suicide Prevention Service | 24/7

Support for anyone in Canada concerned about suicide.

Call: 1-833-456-4566 (24/7)

Text: 45645 (4:00 pm-midnight EST)

[www.crisisservicescanada.ca](http://www.crisisservicescanada.ca)

## Community Crisis Line | 24/7

Community-based crisis support for anyone in Windsor-Essex.

Call: 519-973-4435

[www.hdgh.org/transitionalstabilitycentre](http://www.hdgh.org/transitionalstabilitycentre)

## Sexual Assault Crisis Line | 24/7

Community-based crisis support for anyone in Windsor-Essex with experiences of recent or past sexual violence.

Call: 519-253-9667

[www.saccwindsor.net/](http://www.saccwindsor.net/)

24HR support

and  
**Resilient**



University of Windsor | Student Health, Counselling, and Wellness

*\*\*Due to the pandemic, service delivery and access may change over time. Please visit service websites for most up-to-date information\*\**

Looking for more resources?

Scan here or visit:  
[uwindsor.ca/wellness](http://uwindsor.ca/wellness)



# University of Windsor

## Office of Student Experience



The Office of Student Experience (OSE) is responsible for guiding and directing significant parts of the student experience outside of the classroom and helping students navigate key parts of their academic journey.

We offer programs and services that help students transition to and through university life, support students in maintaining their wellbeing and mental health, encourage leadership development, fund co-curricular activities, enhance student support and engagement, assist with off-campus living and more!



University of Windsor | Office of Student Experience

CAW Student Centre, Room 117  
401 Sunset Ave. Windsor, Ontario, Canada N9B 3P4  
519-253-3000 Ext. 4211  
studentexperience@uwindsor.ca  
[www.uwindsor.ca/studentexperience](http://www.uwindsor.ca/studentexperience)



University of Windsor | Office of Student Experience

| [uwindsor.ca](http://uwindsor.ca)





# Programs & Services

## Student Health, Counselling & Wellness Services

The Student Health, Counselling & Wellness Services provides registered students free confidential, student-centred health care, including comprehensive medical care, mental health counselling delivered by trained mental health professionals, campus-wide mental health education and promotion & referrals.

[UWINDSOR.CA/HEALTH](http://UWINDSOR.CA/HEALTH) | [UWINDSOR.CA/SCC](http://UWINDSOR.CA/SCC) | [UWINDSOR.CA/WELLNESS](http://UWINDSOR.CA/WELLNESS)

## Student Accessibility Services

Student Accessibility Services (SAS) is an educational support program for students who require academic accommodation for a permanent or temporary disability. In addition to letters of accommodation, Advisors in SAS support students by advising, them, referring them to other relevant campus services, and facilitating their access to necessary supports.

[UWINDSOR.CA/SAS](http://UWINDSOR.CA/SAS)

## Residence

Residence provides a safe and comfortable living environment that promotes and supports resident engagement, growth, and achievement. Living on our campus puts you at the heart of a small community. It's the best way to get you connected to friends and campus life.

[UWINDSOR.CA/RESIDENCE](http://UWINDSOR.CA/RESIDENCE)

## #UWinProud

The UWin Proud campaign is a spirit initiative on campus that strives to instil a sense of school pride by building on the identity and community created by attending or working at the University of Windsor. Throughout the academic year, we host events, contests, and more to help build spirit around our campus!

[UWINDSOR.CA/STUDENTEXPERIENCE/PROUD](http://UWINDSOR.CA/STUDENTEXPERIENCE/PROUD)

## Student Success and Leadership Centre

The Student Success and Leadership Centre offers a variety of programs and services that aim to enhance the university experience for undergraduate students. Visit our website to learn about the range of resources and supports available.

[UWINDSOR.CA/SUCCESS](http://UWINDSOR.CA/SUCCESS)

## Aboriginal Education Centre (Turtle Island)

The Aboriginal Education Centre - Turtle Island provides support and encouragement to the University of Windsor's Aboriginal students. The Aboriginal Education Centre (AEC) facilitates student success by providing supports (academic, social, personal, and cultural) to guide and enrich the Aboriginal student experience to those who self-identify with Aboriginal identity and background.

[UWINDSOR.CA/AEC](http://UWINDSOR.CA/AEC)

## International Student Centre

The International Student Centre (ISC) is dedicated to providing continuous support to help UWindsor international students succeed. Our friendly, knowledgeable, and supportive staff are here to help you every step of the way as you transition into a new life in Canada and become a part of the UWindsor community. Whether you are choosing to study online in Canada or from your home country, we will do everything we can to make you feel welcome.

[UWINDSOR.CA/ISC](http://UWINDSOR.CA/ISC)

## Writing Support Desk

The Writing Support Desk is a service that provides students with help regarding various aspects of their academic writing.

[UWINDSOR.CA/WRITINGSUPPORT](http://UWINDSOR.CA/WRITINGSUPPORT)



University of Windsor | Office of Student Experience

| [uwindsor.ca](http://uwindsor.ca)

# THE ISC RESOURCE GUIDE



**INTERNATIONAL  
STUDENT CENTRE**

**UNIVERSITY OF WINDSOR**

The ISC is located at  
2nd floor, Laurier Hall  
(entrance north of Residence doors)

*The International Student Centre (ISC) is the primary resource for international students in their Lancer journey. With over 23% of our student strength joining us from over 85 countries in the world, ISC is the "home away from home" for all matters related to an international student's life.*

*From the exclusive orientation to the university to guidance about the post graduate work permits, ISC offers full service to students including immigration advising by regulated advisors, health insurance coverage, personal advising by experienced staff and socialization opportunities by hosting events and programs all through the year.*

## SERVICES & PROGRAMS

### **NEW ARRIVALS**

International Student Orientation, Soft Landing, Suitcase to Backpack and other programs aim to ease the transition of new international students to the city and University of Windsor. These programs are offered every term for incoming students. Details at <https://www.uwindsor.ca/international-student-centre/newstudent>  
Inquiries: [isc@uwindsor.ca](mailto:isc@uwindsor.ca)

### **IMMIGRATION ADVISING**

Receive advice about study and work permits, working on and off campus, post graduate work permits, TRV and eTA and other related topics from our regulated immigration advisors. Advisors are available for individual appointments booked thru MySuccess or by email at [intladvisors@uwindsor.ca](mailto:intladvisors@uwindsor.ca)

### **TOPICAL WORKSHOPS AND PROGRAMS**

Informative workshops are offered by the ISC on an ongoing basis for students. Topics include: Application for SIN card, Tax Clinic, Adjusting to Canada, Healthy Eating, How To Be a Good Tenant/Roommate, Dating & Relationships, and much more.

### **INTERCULTURAL TRAINING**

Workshops are offered to students, faculty and staff to enable them support international students. Some recent topics include the Culture Series and Holiday events.

### **STUDENT EXCHANGE**

The University of Windsor has a broad range of student exchange partnerships with other universities and institutions around the world. Participants in the Exchange program invariably report that it is a most valuable part of their university experience. [exchange@uwindsor.ca](mailto:exchange@uwindsor.ca)

### **STUDENT OPPORTUNITIES**

Volunteer International Student Assistance (VISA) and the International Student Society (ISS) offer opportunities to students to connect with peers and get involved in fun activities being held on campus.

### **HEALTH INSURANCE (GREEN SHIELD EQUIVALENT)**

This service is the equivalent to the basic Ontario Health Insurance Plan (OHIP). All international students are enrolled automatically. [gship@uwindsor.ca](mailto:gship@uwindsor.ca)

# WHO'S WHO AT THE ISC

The staff of the International Student Centre is here to help: Feel free to contact us at [isc@uwindsor.ca](mailto:isc@uwindsor.ca)

International Student  
Centre Director



## **Mike Houston**

Director, International Student Centre

✉ [isc@uwindsor.ca](mailto:isc@uwindsor.ca)

For support and advice  
on Canadian visa and  
immigration documents,  
cultural adjustment and  
personal concerns



## **Amal Jammali**

International Student Advisor

✉ [intladvisors@uwindsor.ca](mailto:intladvisors@uwindsor.ca)

## **Romi Saraswat**

International Student Advising Consultant

✉ [intladvisors@uwindsor.ca](mailto:intladvisors@uwindsor.ca)

For international student  
medical coverage inquiries



## **Marisa Bonasso**

University Health Insurance Administrator

✉ [gship@uwindsor.ca](mailto:gship@uwindsor.ca)

For exchange student  
inquiries



## **Michelle Fitzgerald**

Administrator, International & Exchange  
Student Services

✉ [exchange@uwindsor.ca](mailto:exchange@uwindsor.ca)

For room bookings,  
financial estimation letters  
and general inquiries



## **Krista Schneider**

Office Coordinator

✉ [isc@uwindsor.ca](mailto:isc@uwindsor.ca)

### ONLINE

[www.uwindsor.ca/isc](http://www.uwindsor.ca/isc)

Facebook [@UWindsorISC](https://www.facebook.com/UWindsorISC)

Instagram [@uwindsorisc](https://www.instagram.com/uwindsorisc)

### ADDRESS

International Student Centre  
University of Windsor  
401 Sunset Ave.,  
2nd Floor, Laurier Hall  
Windsor, Ontario N9B 3P4

### CONTACT

✉ [isc@uwindsor.ca](mailto:isc@uwindsor.ca)

UNIVERSITY OF WINDSOR

*Resources to help you in your  
Lancer journey!*

# ISC STUDENT HANDBOOK

*The ISC provides a variety of quality services and programs to support almost 4,000 UWindsor international students, scholars, and their family members from over 92 different countries. We are your contact for immigration and health coverage advising, new arrivals programs, intercultural training, and more!*



**INTERNATIONAL  
STUDENT CENTRE**



THE ISC ONLINE

[uwindsor.ca/isc](http://uwindsor.ca/isc) [@UWindsorISC](https://www.facebook.com/UWindsorISC)  
[@uwindsorisc](https://www.instagram.com/uwindsorisc) [@UWindsorISC](https://www.twitter.com/UWindsorISC)

**UNIVERSITY OF WINDSOR**

THE ISC IS LOCATED AT  
2ND FLOOR, LAURIER HALL  
(ENTRANCE NORTH OF RESIDENCE DOORS)





In addition to the programs and services offered by the ISC, international students have access to the numerous resources the University of Windsor provides to all its students. Use this handbook as a quick reference guide for finding the on campus and off campus resources you need.

### UNIVERSITY ESSENTIALS

[Campus Map \(Interactive\)](#)

### RESOURCES WITH CAMPUS LOCATIONS

[Office of the Registrar](#)

Chrysler Hall North: South Entrance

[Cashier's Office \(Student Accounts Office\)](#)

Chrysler Hall North, 1st Floor

[Student Awards and Financial Aid](#)

Chrysler Hall Tower, Room 102

[Residence Services](#)

Office Residence Services Room 49, Vanier Hall

[Academic Advising and Student Accessibility Services](#)

Dillon Hall, lowest level

[Career Development & Experiential Learning](#)

Joyce Entrepreneurship Centre, Suite 100

[Faculty of Graduate Studies](#)

Chrysler Hall Tower, 3rd floor

[Co-operative Education & Workplace Partnerships](#)

Lambton Tower, Room 1100

[Leddy Library](#)

Just off Sunset Ave & University Ave

[Campus Bookstore](#)

CAW Student Centre basement

[University Print Shop](#)

Chrysler Hall Tower, Lower Level Room 01

[Lancer Rec](#)

St. Denis Centre Building, 2555 College Ave, Windsor, ON N9B 3P4

[UwinCARD](#)

CAW Student Centre basement, Room B-07

### ONLINE RESOURCES

[UWinsite Student](#)

[Safe Lancer App](#)

[Student Email](#)

[Blackboard](#)

[mySuccess](#)

Appointment booking and campus jobs database

[MySSP](#)

[Universal Bus Pass](#)



#### THE ISC ONLINE

[uwindsor.ca/isc](http://uwindsor.ca/isc) [@UWindsorISC](https://www.facebook.com/UWindsorISC)  
[@uwindsorisc](https://www.instagram.com/uwindsorisc) [@UWindsorISC](https://www.twitter.com/UWindsorISC)

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# ON CAMPUS RESOURCES

## HEALTH AND WELLNESS

GSC OHIP Equivalent Health Plan (ISC),  
Drug and Dental Plans (GSS) - Grad  
Drug and Dental Plans (UWSA) - UG  
Drug and Dental Plans (OPUS) - Part Time

Student Counselling Centre

CAW Student Centre on the 2nd Floor, Room 293

Student Health Services

CAW Student Centre on the 2nd Floor, Room 242

University Pharmacy

CAW Student Centre basement, Room B06

Wellness Outreach Office

University of Windsor Campus and  
Community Wellness and Support  
Resources

Wellness Resources

## SUPPORT SERVICES

Campus Community Police

2455 Wyandotte Street West

Walksafe

CAW Student Centre on the 2nd Floor, Room 233

Campus Food Pantry

CAW Student Centre on the 2nd Floor, Room 233

Aboriginal Education Centre

CAW Student Centre on the 1st floor, Room 179

Campus Ministry

UWindsor Assumption Hall, 2nd floor

Campus Pride Centre

CAW Student Centre on the 2nd floor, Room 235

Child Care Services

820 California Ave, Windsor, ON N9B 3T3

Community Legal Aid

443 Ouellette Avenue, 2nd Floor, N9A 4J2

Office of Human Rights, Equity and  
Accessibility

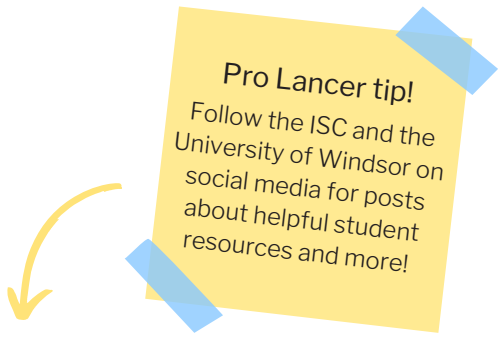
Chrysler Hall Tower, Room 325, Reception

Multi-Faith Space

CAW Student Centre basement, beside the Pharmacy

Womxn's Centre

CAW Student Centre on the 2nd floor, Room 208



### THE ISC ONLINE

[uwindsor.ca/isc](http://uwindsor.ca/isc) [@UWindsorISC](https://www.facebook.com/UWindsorISC)  
[@uwindsorisc](https://www.instagram.com/uwindsorisc) [@UWindsorISC](https://twitter.com/UWindsorISC)

### UNIVERSITY OF WINDSOR

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# OFF CAMPUS RESOURCES

## WALK-IN CLINICS

### Windsor Urgent Care Clinic

2055 Huron Church Rd, Windsor, ON N9C 2A6

### Medical Centre Walk-in Clinic

1428 Ouellette Ave Suite 110, Windsor, ON N8X 1K4

### Windsor West Medical Clinic

1608 Tecumseh Rd W, Windsor, ON N9B 1T8

## BANKS

### Scotiabank

1570 Huron Church Rd, Windsor, ON N9C 2L1

### TD Bank

2110 Wyandotte St W, Windsor, ON N9B 1J9

### CIBC

- 1550 Huron Church Rd, Windsor, ON N9C 3Z3 (Closest to UWindsor)
- 100 Ouellette Ave, Windsor, ON N9A 6T3 (Downtown)

### BMO

200 Ouellette Ave, Windsor, ON N9A 1A5 (Downtown)

### RBC

- 1600 Huron Church Rd, Windsor, ON N9C 2L1 (Closest to UWindsor)
- 245 Ouellette Ave, Windsor, ON N9A 7J2 (Downtown)

## GOVERNMENT OFFICES

### Service Canada (SIN Card)

400 City Hall Square E Suite #103, Windsor, ON N9A 7K6

### DriveTest Centre

2470 Dougall Ave, Windsor, ON N8X 1T2

## GROCERY STORES

### FreshCo – Lots of international grocery available – Discount supermarket

1550 Huron Church Rd Unit #1, Windsor, ON N9C 3Z3

### Food Basics – Discount supermarket

2750 Tecumseh Rd W, Windsor, ON N9B 3P9

### Walmart Supercentres - Department store

- 3120 Dougall Ave, Windsor, ON N9E 1S7
- 7100 Tecumseh Rd E, Windsor, ON N8T 1E6

### Multifood Supermarket – multicuisine groceries

799 Crawford Ave, Windsor, ON N9A 5Y1

### Bulk Barn – Sells food items in bulk, charges by weight

1500 Huron Church Rd, Windsor, ON N9C 3Z3

### Ugarit Market

1165 Wyandotte St W, Windsor, ON N9A 6X4

### Asian Food Imports- South Asian groceries and cooked food

275 Wyandotte St W, Windsor, ON N9A 5X1

## OTHER USEFUL BUSINESSES

### Malls (Devonshire and Tecumseh)

- 3100 Howard Ave, Windsor, ON N8X 3Y8 (Devonshire)
- 7654 Tecumseh Rd. East Windsor, Ontario N8T 1E9 (Tecumseh)

### Dollarama – Cheap cleaning, kitchen, school, home, and hardware supplies

1279 University Ave W, Windsor, ON N9A 5T2

### Taxi/Cabs

- Canadian Checker Cab (519-254-7777)
- Veteran Cab (519-256-2621)



## THE ISC ONLINE

[uwindsor.ca/isc](http://uwindsor.ca/isc) [@UWindsorISC](https://www.facebook.com/UWindsorISC)  
[@uwindsorisc](https://www.instagram.com/uwindsorisc) [@UWindsorISC](https://www.tiktok.com/@UWindsorISC)

## UNIVERSITY OF WINDSOR

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# Understanding the International Student Experience

## Tips Sheet

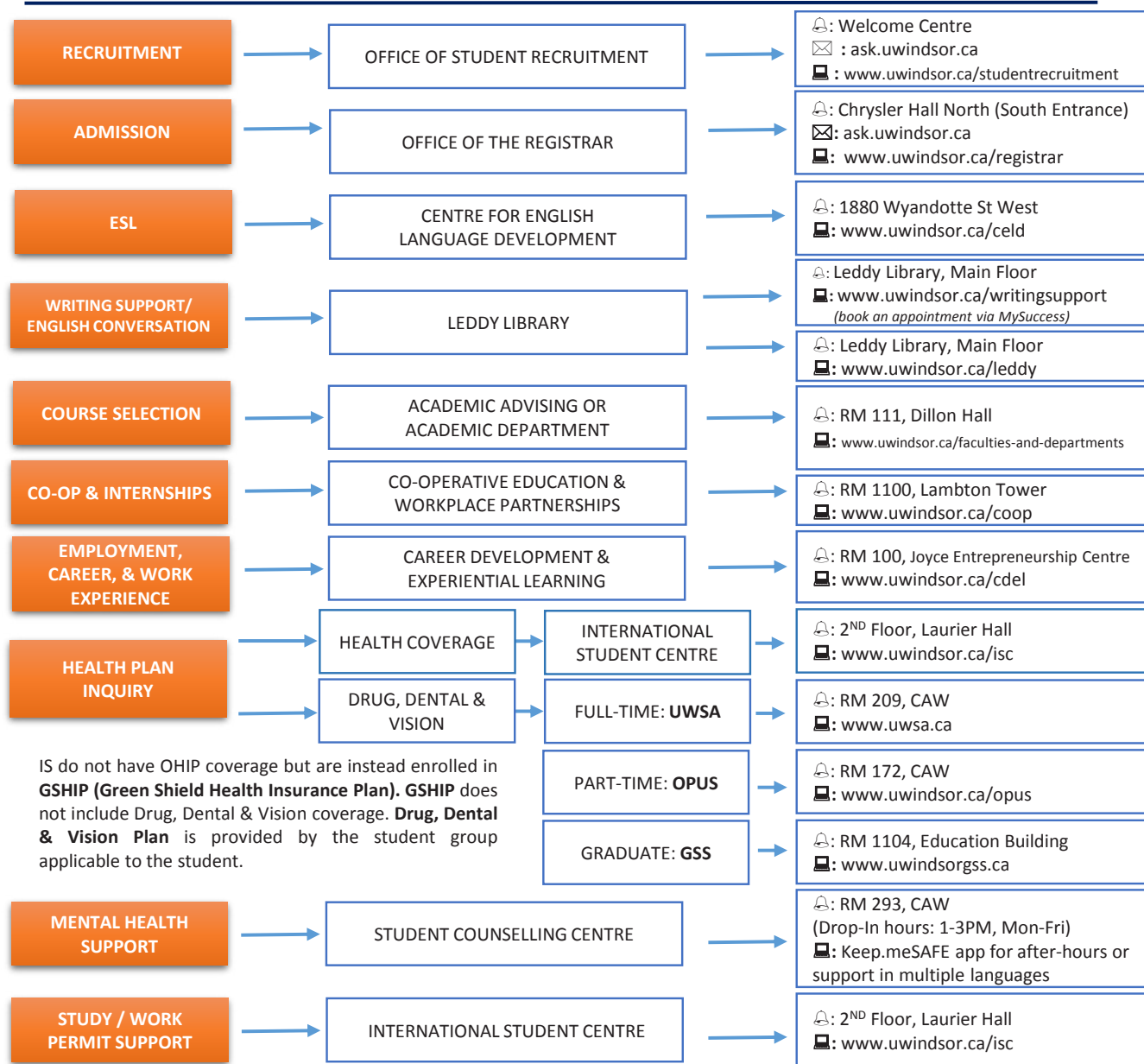
### Identifying International Students (IS)

An international student is a temporary resident who is legally authorized to study in Canada on a temporary basis. With a few exceptions, foreign students must get a study permit if they are taking a course of study that will last for more than six months (*Immigration, Refugees and Citizenship Canada*). This includes regular international students, convention refugees and refugee claimants. However, permanent residents in Canada are not considered as international students.

### Referring International Students (IS)

In order to refer the students to the proper department for assistance, it is important to ask the following questions:

- Are you a permanent resident or citizen of Canada?
- Are you a full-time, part-time, or graduate student? (Important inform for Health Plan related inquiries)
- Have you declared a major? If yes, what is it? (Important information for Academic Advising)



# Understanding the International Student Experience

## Tips Sheet

### International Student Centre (ISC) Services and Programs

#### Health, Safety & Well-being

- **Health Insurance (Green Shield):** This service is the equivalent to the basic Ontario Health Insurance Plan (OHIP). International students are enrolled automatically. For a list of FAQs, visit the ISC website.
- **ISC Nurses:** The ISC hosts nursing students every semester. Their mandate is to increase awareness of health-related matters among the international student population.

#### Housing, Transportation, & Communication

- **Soft Landing and New Arrivals:** ISC offers the Soft Landing Program to help incoming international students prepare for their move to Canada, get settled in Windsor, and begin their new life at the University of Windsor. One of the services provided is “first night free accommodation” at a designated hotel if a student arrives outside of office hours.
- **Housing & Telephone Information:** Learn about finding on/off-campus housing and getting a cell phone plan.

#### Immigration, Visa, & Legal

- **Immigration Info Sessions and Workshops:** ISC holds regular information sessions and workshops to assist IS with study permit extension, TRV application, post-graduation work permit application, United States visitor visa, etc.
- **SIN Clinics:** ISC invites Service Canada staff to come to the ISC and issue SINs to eligible students.
- **Community Legal Aid:** Community Legal Aid (CLA) offers legal services at their Satellite Office in the ISC. CLA legal services include summary legal advice, full legal representation, and community legal education.

#### Social Support, Integration & Culture

- **International Student Orientation (ISO):** The International Student Orientation (ISO) is a chance for new international students to meet others from multicultural backgrounds while learning more about the University and Canadian culture.
- **Intercultural Training:** Workshops are offered to students, faculty, and staff.
- **Host for the Holidays:** The Host for the Holidays program is a fun and unique opportunity for international students to enjoy a traditional holiday celebration with members of the university and the local community.
- **Christmas Party:** Students can participate in the ISC celebration to learn more about Canadian Christmas traditions.
- **Conversation Groups:** The ISC hosts language conversation groups in a variety of languages.

*For more details about these services, please visit the ISC website.*

#### INTERNATIONAL STUDENT CENTRE CONTACT INFORMATION

**Location:** 2<sup>nd</sup> FL, Laurier Hall, 401 Sunset Ave, Windsor, ON N9B 3P4

**Telephone:** 519-253-3000 ext. 3938

**Website:** [www.uwindsor.ca/isc](http://www.uwindsor.ca/isc)

**Email:** [isc@uwindsor.ca](mailto:isc@uwindsor.ca)

**Social Media:** Find us on Facebook, Twitter and Instagram at *UWindsorISC*

# Frequently Asked Questions About Exchange

## Why should I participate in an exchange program?

Participating in an exchange program provides you with the opportunity to gain a varied perspective on your course of study. You will gain global competencies that will enhance your marketability and provide you with a competitive edge. Everyone has their own reasons. Explore yours!

## Who can participate in an exchange program?

- Students who have completed approximately 20 classes by the time of departure
- Students who have a minimum 72% Cumulative average at time of application.
- Students who have proficiency in the host country's language (if necessary).
- Part-time students at the University of Windsor may participate, however, you must study full-time while abroad.
- It is recommended that you apply during your second year to spend your third year abroad.
- Some exchanges are restricted to certain disciplines.

## Do I get academic credit for my studies abroad?

Credits earned while on exchange are transferred to your University of Windsor degree. Grades for courses taken at external institutions are also listed on your University of Windsor University transcript and will be included in the calculation of your University of Windsor grade point average. Does not apply to Law or MBA students.

## Why is it preferred that I study abroad during my third year?

By third year, you should have adapted to the demands of university life and have the skills required for study in a foreign teaching environment. Students finishing their first year of studies often do not have the prerequisites to pursue studies at the host institute. Those in their final year have less flexibility in course selection and may have difficulties finding courses abroad. There may be exceptions to the above.

## Where do I start the application process? How do I get an application?

The application is completed online and can be found on the exchange website. The deadline for applications is Jan. 15<sup>th</sup> for Fall semester exchanges, and Sept. 15<sup>th</sup> for Winter semester exchanges. In addition to the online application you are going to need to get three reference letters. You can print the required reference form from the Exchange website. Please note - at least one of your references must be from a University of Windsor faculty member.

## If I only speak English, can I still go on exchange?

Yes, the language of instruction at many of the University of Windsor's partner universities is English.

\*\* Some partners offer intensive language training before or during the semester to improve your language skills. Language requirements are noted on each university's profile on the website.



### **How long will I be away?**

It can depend on the program or the partner school. For most destinations students can decide between one or two semesters on exchange. Two semesters is the maximum that you can do on exchange.

### **Will participation in an exchange delay graduation?**

An Exchange experience planned appropriately and in consultation with your academic department is intended to be an integral part of your degree program without delaying graduation.

Students wishing to pursue interests outside their degree program through a semester or year abroad may need to extend the duration of their degree program.

Please note, if you go on exchange in the final year of your degree, your graduation will probably be delayed due to the time required for processing transfer credit.

### **How much will it cost to go on an exchange?**

You will pay tuition fees only to the University of Windsor - this is no different then it would have been if you stayed in Windsor. The costs are probably not as much as you might think, other expenses include:

- Airfare and travel
- Health and travel insurance
- Fees for visa, passport and other documents
- Accommodation, food, entertainment, books and general living expenses. The cost of living in your host country may be higher or lower than Canada's.
- Student service fees at the host university

Most returned students say the benefits greatly outweigh the costs

### **Is there any financial assistance for students on exchange?**

- OSAP recipients retain their eligibility.
- The University of Windsor International Mobility Award is available to all students who demonstrate financial need. You can receive \$750 for one semester and \$1500 for two semesters.
- Students remain eligible for University of Windsor's undergraduate bursaries and scholarships
- Other awards are offered for some destinations.

### **How are students selected for exchange?**

A selection committee reviews the applications and interviews qualified applicants. Candidates are ranked and offered placements at partner universities based upon:

- Seriousness of interest
- Academic ability
- Personal adaptability
- Suitability of the host institution's program for degree requirements
- Participation in university and community life

The number of placements varies from school to school and year to year.





**Do you have career questions? We've got you covered!**

Career Development & Experiential Learning has partnered with the Faculty of Graduate Studies to bring you [Propel](#); a career and professional development initiative specifically for graduate students. Here are some of the resources available to you as graduate students:

### **Appointments**

You can book a 30-minute career advising appointment through [mySuccess](#) to discuss resumes, CVs, interview skills, job search, and any other career-related questions you may have. Appointments are currently being done through MS Teams.

### **Workshops and Events**

Along with our [core workshops](#), we have workshops dedicated to [graduate student career development](#) that you can find on our events calendar on mySuccess. You can also see our events (conferences, employer events, etc.) on our events calendar.

### **Career Tools and Resources**

On our [Blackboard organization site](#), you can access our drop-in hours, participate in our workshops, and learn about a variety of career topics from our career tools and resources. Check out our resources specifically for graduate students under Propel.

**Not sure where to start? Send us an email: [careerservices@uwindsor.ca](mailto:careerservices@uwindsor.ca)**

# GATA and Graduate Student Development Opportunities at the CTL!

## The GATA Network

**GATA Network.** The GATA Network Development Team works with GAs and TAs across campus, introducing them to mentors and resources they will need to improve their pedagogical knowledge and skills. Find us on [Twitter](#) (@GATANetwork) and on [Facebook](#) (fb.me/GATANetwork).

**Local GA/TA Communities.** The GATA Network assists small groups with on-site discussions or workshops. Just let us know which skills your group is interested in developing. Contact us at [gata@uwindsor.ca](mailto:gata@uwindsor.ca).

**Towards Better Teaching** – Visit the [GATA Network Blog](#) to find information on the theory behind teaching and learning, tips, dilemmas, scenarios, comics courtesy of Sharpie Sandbox, profiles of UWindsor GAs and TAs, and information about upcoming events.

**Blackboard Learn.** For detailed instructions and information regarding Blackboard Learn, visit [uwindsor.ca/ctl/blackboard](http://uwindsor.ca/ctl/blackboard).

## CTL Support

**Observations and Consultations.** GAs and TAs who want feedback on their teaching [may request a classroom/laboratory/tutorial observation](#), followed by confidential written and verbal advice about both strengths and recommended changes. We are also available throughout the year to meet with you to discuss teaching and learning issues, methodologies, philosophies... if it's about teaching and learning, we're happy to chat!

**Teaching Dossier Academy.** A week-long summer event involving workshops and mentoring to help you create a teaching dossier that presents you at your best. The CTL is also happy to provide advice, mentoring, and support to help you create teaching dossiers throughout the year.

**Teaching and Learning Workshops.** Keep an eye on the [CTL website](#) for details about workshops available to all UWindsor community members – including GAs and TAs.

**The University Teaching Certificate (UTC) Program.** The [UTC Program](#) is designed to help academics develop as scholarly teachers engaged in evidence-based, theoretically-grounded pedagogy, course-design, mentoring, and assessment.

## CTL Half Courses

**Learning-Centred Teaching in Higher Education.** This six-week course will define and interrogate the scholarship of teaching and learning, and its value to teaching, learning, and higher education. Participants will use research findings and pedagogical publications to inform their own teaching and learning practice, engaging with a wide range of empirically proven approaches to improve instruction systematically.

**Scholarship of Teaching and Learning.** This six-week course will define and interrogate the scholarship of teaching and learning, and its value to teaching, learning, and higher education. Participants will explore different types of SoTL projects and research methods, determining approaches that might help them identify and answer questions and areas of interest.

**Lecturing.** This six week course introduces participants to basic skills and techniques of communicating successfully to students, in particular, explaining complex ideas, grabbing and holding attention, phrasing, communicating nonverbally, and generating emotional response.

**Course Design.** This six-week course introduces participants to the principles and practice of effective course design, including developing effective outcomes, devising methods and strategies to help students master the most difficult concepts and theories, and aligning assessments. Participants will have the opportunity to design (or redesign!) a course of their choosing, receiving feedback at each step.

**Leading Effective Discussions.** This six week course introduces participants to the basic skills involved in promoting, leading, and sustaining educationally-effective discussions. The course involves discussion-based active learning lessons and participant-led microteaching sessions.

Visit [uwindsor.ca/ctl/half-courses](http://uwindsor.ca/ctl/half-courses) for more information.

Want more GATAcademy?



*Winter*

**GATAcademy**



Coming  
**January 2024**