

Materials for TAs

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There are no page numbers because we will be continually adding to this binder. These pedagogical materials come from many institutions and teachers. They reflect different approaches, so you can choose which materials match your own teaching stance. Authors are credited on the materials unless their names are unknown. You may use these materials in your teaching—either by creating (physical or virtual) hand-outs for your students, teaching the ideas, or using the teaching strategies presented here. You may not publish any of these materials without the individual author’s permission and the usual citation.

Reading

- Reading Notes (tells students how to take notes on their reading)
- On Becoming An Active Reader
- How to Read
- How to Read a Poem*
- How to Read Literature: The Basics
- Hints for Close Reading
- Worksheet: Close Reading
- Hints for Close Reading: With Special Application to *Beloved*
- Reading Questions According to Category
- Reading: Elements of a Story
- Ebonics Cartoon, with Response Questions
- Langston Hughes, “I, Too,” and Chitra Banerjee Divakaruni, “Indian Movie, New Jersey,” (Critical reading exercises)
- Lecture Notes (tells students how to take notes in lecture)
- Expressing Opinions (instructs students on how to keep a reading journal and use it for stimulating class discussion)
- On Keeping A Journal
- On Constructing a Summary*

Reading Film

- The Basics of How to Read A Film
- Film Terms
- Close Reading and Film (with examples from *The Wizard of Oz*)
- Worksheet for students to practice close reading a film
- Sample Thesis Statements on Film
- Writing Film Papers

Writing Process

- One View of the Writing Process (chart overview for students)
- The Writing Process
- Writing as Process
- Writing Schedule

* Added 23 October 2007

- Techniques for Getting Started
- “Comp Time” (The New Yorker) (a humorous critique of the writing process)

Paper Expectations

- What do I expect from a paper? Here are some must-haves (student hand-out)
- Research paper expectations in a Communications class (use as a model for how a teacher lays out all her paper expectations; also use to demonstrate that the research paper taught in English is assigned across the disciplines)

Rubrics for Grading (People keep reinventing the wheel on this one!)

- Rubric for Expository Essays
- Grading
- Evaluating Writing
- Writing and Grammar Checklist
- Form to hand student when turning back papers
- Grading Scale
- Grading: Some Ways to Do It
- Grading Criteria for Essays
- Rubric for Freshman Comp.
- Grading for Thesis Exercise (grading rubric for an assignment that focused on thesis-development—only the thesis was evaluated)

Thesis and Paper Structure

- How to Generate Essay Topics (and then transform your topic into a thesis)
- Thesis Statements
- Building a Thesis, from the ground up
- Writing: Developing a Thesis
- “Sandwiching”: Three Steps to a Delicious Argument
- Writing Concept Map: Developing and Unifying your Thesis
(use with caution: the visual aid fails to conceptualize the goal of a linearly developing argument)
- Writing Literary Analysis
- Understanding the language of literary interpretation
- Becoming a strong reader of literature
- Organizing an Essay
- Evidence
- Introductions and Conclusions
- Outline for an Analytical Essay
- Literary Analysis Paper Guidelines
- Organization of Argument
- Analyzing an Argument
- Retrospective Outlines
- Research paper outline

Paragraph and Prose

- Paragraph Structure
- Different types of paragraphs
- Sentence Structure
- Make Every Word Count: Revising Loose, Baggy Sentences
- A Key to Common Errors
- Sentence Revision
- Mechanics
- Word Choice

- Frequently Consulted Advice: Writing Distinct Sentences
- Subordination
- Complete Sentences
- Joining Independent Clauses
- Joining Subjects and Verbs
- Modifiers
- Pronoun agreement and reference
- Split Infinitive (humorous)
- Avoiding Sentence Fragments
- Use of Pronouns
- Misplaced and Dangling Modifiers
- Transitional Words and Phrases
- Commas
- Grammar Quiz

Research

- Teaching Research in a Composition Course
- Using A Primary Source in an Argument
- Using A Secondary Source in an Argument
- Different Kinds of Evidence
- Creating an Annotated Bibliography
- Tip for using Research Time Effectively
- Using your Sources in a Research Paper
- What Is A Research Paper?
- Choosing a Topic for a Research Paper
- Research Process in Composition Course, by Katie Vulic

Community Resources (to be added)

Citation/Format

- Footnote example
- How to Format your Papers
- Format for Essays
- Works Cited
- Quotations

Library Hand-Outs (obtain copies from the library)

- Robeson Library Survival 101: What You'll Need to Use the Library from Home
- Reserve Services: A Guide for Faculty
- Electronic Documents on Reserve: A User's Guide
- Interlibrary Loan Services: Borrowing (for students, faculty, and staff)
- Remote Access Guide
- Rutgers Request Service (RRS)
- Library Instruction
- Interlibrary loan delivered by Web in PDF format

Business Writing

(articles to give students who think writing is unimportant, or who think that the way *we* teach reading, analysis, and writing is irrelevant to their future professional endeavors)

- "The Pen is Mightier" (Working Woman)
- "How to Polish Your Writing" (Business Week)
- "The Ten Principles of Good Business Writing" (Harvard Management)

- “Politics and the English Language” (Orwell)
- Resume and Cover Letter
- Presentations: “How to Deliver a Disastrous Presentation”

Revision

- Revising the Complete Essay
- Revising Your Paper (From essay to paragraph, to sentence, to word)
- A Checklist for Revision
- Guidelines for Revision
- Revising and Editing
- Prioritizing in Revisions

Peer-Editing

- Peer-editing Tips/Guidelines for Peer Editors
- Peer-Editing Response Sheet
- Self-Evaluation Form
- Form for students to outline their own papers
- Peer Review of Critical Essay Form
- Peer Review of Research Paper Form

Plagiarism/Integrity

- Plagiarism definition and example
- Is it paraphrasing or is it plagiarism?
- Writing: Plagiarism
- Plagiarism (another definition and example)
- “Preventing Academic Dishonesty” (Barbara Gross Davis)

ESL/NNS

- Hierarchy of ESL Error
- Working with NNS Writers
- Spelling
- Articles Exercise

Visual Aids

- Visual aids for composition
 - The Hammer paper
 - The Teething ring paper
 - The flower paper
 - The train paper
 - Literary mad-libs
 - Diagramming logic in the paragraph

Teaching

- “Asking Questions” (Barbara Gross Davis)
- The Dreaded Discussion: Ten Ways to Start
- Optional Discussion Strategies
- Dialogue and Feedback in the Classroom
- Student Survey
- Preparing a Lesson Plan
- Example of Course Reader
- Strategies for the Teaching of Writing
- Scaffolding in Writing Instruction
- Teaching Goals Inventory and Self-Scorable Worksheet
- 42 Things to Try In Your Class

- Some Guidelines for Teaching Assistants
- Office Hours and Student Conferencing Tips

Service Learning

- Integration of Community and Curriculum: Service-Learning Projects

Final Exams

- Strategies for In-Class Essays
- Final Exams from Comp. at Cal (Blackford) and Rutgers (99, 101, 102)

Developing A Teaching Portfolio

- The Teaching Portfolio: Selected Bibliography
- “Taking Teaching Seriously in the Faculty Hiring Process” (Pat Hutchings)
- “Focusing on Teaching in the Hiring Process” (Pat Hutchings)
- “The Pedagogical Colloquium: Three Models” (Lee Shulman)
- “Teaching Careers Pursued by UC Berkeley Ph.D.s”
- Teaching Portfolio: Table of Contents (Luci Herman, English and Comp.)
- Developing a Teaching Portfolio
- Teaching Portfolio Contents (Clyde Willis, Political Science)
- Teaching Portfolio Contents (R. Heather Macdonald, Geology)
- Developing a Statement of Teaching Philosophy: Questions to promote initial reflection
- Recording Teaching Accomplishment Activity
- Typical Table of Contents for a Portfolio
- Activities to Promote Reflection on Teaching
- Sample Statements of Teaching Philosophy—Dr. Holly Blackford, Dr. Janet Adelman, Dr. Stephen Booth, Dr. Julian Boyd, Dr. Stephen Greenblatt