



# ASSOCIATE INSTRUCTOR COMMUNITY & SUPPORT



# CONTENT

- Welcome and Introductions
- Associate Instructor Lifestyle
- SMART Grading
- Setting Boundaries
- Mentoring and Support
- Enjoy the AI Journey
- Dr. Paige Andersson
- Conversations & Connections



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# WELCOME

## ASSOCIATE INSTRUCTOR SUPPORT

Our session goal is to provide you with information and conversation to support your Associate Instructor journey.



# PRESENTERS



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# ASSOCIATE INSTRUCTOR COMMUNITY & SUPPORT



# Associate Instructor Lifestyle



Overview of the lifestyle of an Associate Instructor (AI) from a general perspective.



# Associate Instructor Lifestyle



Every Associate Instructor's experience is unique.

There are some commonalities among all Associate Instructors in the IU School of Education.



# Associate Instructor Lifestyle



- Support learning and instruction in the School of Education
  - Instructor of Record
  - Leading a community of learners
- Balancing teaching with:
    - Your coursework
    - Service/Volunteering
    - Research
    - Meetings
    - Personal life



# Associate Instructor Lifestyle



# Associate Instructor Lifestyle



## Time Management and Opportunity

These two areas have significant impact and influence on an Associate Instructor's lifestyle.



# SMART Grading



This section includes suggestions and strategies for grading management.



# SMART Grading



Grading has specific IU guidelines and criteria.

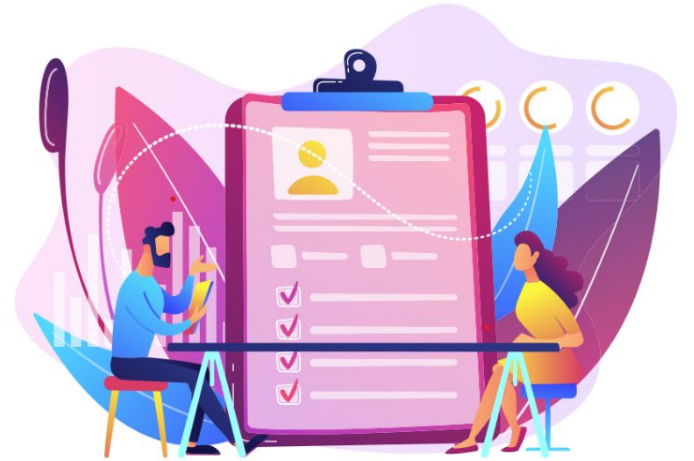
Grading can be department specific.





## Grading Considerations

- Department specific expectations for grading
- Assignments and/or projects to be graded weekly, bi-weekly, or monthly





## Grading Considerations

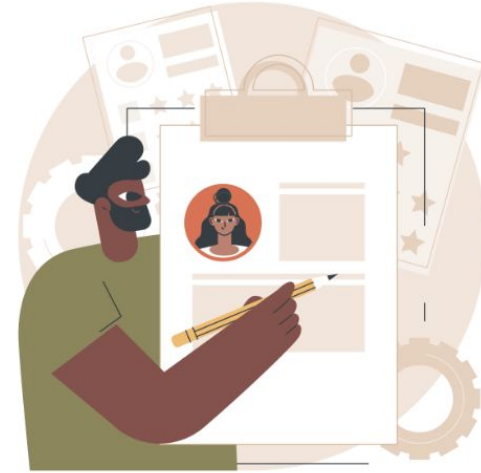
- Is your course a project-based course?
- Does your course include learner field experiences?
- Will your course have guest speakers?





## Grading Considerations

- Avoid a grading “pile up” of waiting too long between assignments to grade
- Respond to students’ questions and concerns about grades in a timely manner





## Providing Feedback to Students

- Determine ways to provide simple feedback and when an assignment requires extended comments with quick reteaching.
- In Canvas, will you can provide text, audio, or video feedback?
- If a student has performed poorly:
  - Attached a document
  - Suggest attending office hours
  - Link to a resource in Canvas or other location

# Setting Boundaries



Establish personal and professional systems of SELF-CARE to ensure Associate Instructor success.





# Setting Boundaries



## Establishing a Routine: Some Considerations

- Monday - Friday work hours
- Office hours (In-person and/or via Zoom)
- Evening dedicated to course and students
- Weekend time dedicated to course and students: Yes, No, or Sometimes
- Email response days/times



# Setting Boundaries



## Managing Emails: Some Suggestions

- Set up a folder for your course
- Flag and Pin emails as necessary
- Save emails from students as a “just in case” in a dedicated course folder
- Avoid the email “pile up”
- NOTE: A few students do have emergency situations and email may be the only communication method



# Setting Boundaries



## You will need Self-Care

- Build in moments/opportunities for Self-Care in your schedule
- What does Self-**CARE** look like for you?
  - C =
  - A =
  - R =
  - E =



# Mentoring & Support



Engage with other Associate Instructors for community and support as needed throughout the academic year.



# Mentoring & Support



## Join the Community

- Make connections
  - Set dates and times
  - Include others
- Learn from other Associate Instructors
- Observe another instructor...**instructing**
  - At least by week four of the semester
- Grow your friend and colleague network





# Mentoring & Support



## Many Resources and Opportunities

- Events all over campus
- Student Health Center
- Counseling Center
- Recreational Sports
- Cultural Centers
- Musical Arts Center (MAC)
- City of Bloomington events

# Enjoying the AI Journey



Build a robust learning community and enjoy your teaching journey.



# Enjoying the AI Journey



## Building Community

- Bring your *Funds of Knowledge* to your course community:
  - Culture, talent, and vocational experiences
- Invite students to share their *Funds of Knowledge*
- Guest Speakers can offer another layer of community

# Enjoying the AI Journey



## This Associate Instructor Gig (Position) Takes Some Time

- You don't have to know everything
- Try a few things out and make adjustments
- Keep notes of your AI experience:
  - Journal
  - Notes in your calendar
- Learn from successes and mistakes
- Reach out to others:
  - Faculty
  - Staff
  - Students
  - IU Campus Resources



## **Dr. Paige Andersson**

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# COMMUNITY AND SUPPORT

## **New Associate Instructors**

- Share a bit of information about yourself
- Additional questions or concerns.

## **Veteran Associate Instructors**

- Are you willing to provide information and feedback to a new AI?
- Share your contact information.
- Share one piece of advice in the COMMENT section.

Associate Instructor Community &  
Support



## Associate Instructor Community & Support



# CONVERSATION AND CONNECTION





# ASSOCIATE INSTRUCTOR COMMUNITY & SUPPORT

