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

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Overview of the lifestyle of an Associate Instructor (AI) from a general perspective.
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
Time Management and Opportunity

These two areas have significant impact and influence on an Associate Instructor’s lifestyle.
This section includes suggestions and strategies for grading management.
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
Establish personal and professional systems of SELF-CARE to ensure Associate Instructor success.
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
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
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 =
Engage with other Associate Instructors for community and support as needed throughout the academic year.
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
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
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
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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
CONVERSATION AND CONNECTION