

LING 2100: *The Study of Language*

Linguistics Department TA Handbook

Edited by

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Contact Information

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Eligibility Requirements

- I. Complete 18 hours of graduate level coursework in linguistics (LING 6000 - 9999) or have an MA in Linguistics. Completed coursework must include:
 - A. LING 8100 *Proseminar*
 - B. LING 6021 *Phonetics & Phonology*
 - C. LING 8150 *Generative Syntax*
 - D. GRSC 7770 *Teaching Practicum*
- II. Apprentice with a mentor TA for 1 semester.
 - A. The TA Supervisor will pair an apprentice TA with a mentor TA during the *Proseminar* course.
 - B. The apprentice TA must attend every lecture in the mentor's LING 2100 class, excluding test days.
 1. Attendance will be taken, and more than 1 week of unexcused absences will require a full repeat of the observation protocol in the following semester.
 - C. During observation, the apprentice TA should take class notes on the pedagogical aspects of the mentor's class. These notes, along with a summary of the observations, will be turned in to the TA Supervisor at the end of the *Proseminar* course.
 1. Your final summary should include your experience in the course, aspects of the teaching that you would do differently, or lecture tools that you expect to borrow when you teach your own class.
 - D. The apprentice TA will work with the mentor TA to plan and teach 1 or 2 lessons in the mentor TA's class. The subject of these practice lectures should be determined during the first week of class so that the mentor TA has time to prepare. The mentor TA will observe these practice teachings and provide feedback after the class. Both the apprentice and mentor will sign the Observation Report Form.
 - E. The mentor TA will meet with the apprentice TA to grade 1 homework and 1 exam together. The mentor TA will cover some relevant topics about grades, academic honesty, and testing protocols.
 - F. The apprentice TA will observe 2 different units from 2 other mentor TAs, preferably not units in the apprentice's specialty.
- III. International students will be held to the standards set by the Center for Teaching and Learning at UGA. This requires one of the following:
 - A. TOEFL speaking score of 26 or higher, or a IELTS score of 7.5 or higher
 - B. TOEFL speaking score of 24 or IELTS score of 7 and credit from LLED 7769
 - C. International students who have a TOEFL score of 23 or less, or IELTS score of 6.5 or less, will be ineligible to teach independently. These students will not be eligible for LING 2100 TAships. These students should plan to take LLED 7768 and LLED 7769. Then, they may retake the appropriate test.
 - D.

Teaching Assistantship Renewal Procedure

The Linguistics Department's teaching assistantships are annual appointments with precise details and requirements that are outlined in offer letters that are distributed at the end of each spring semester for appointments in the following academic year. Appointment renewal is contingent upon departmental funding, student's satisfactory teaching evaluations, and student's adequate progress towards the completion of their degree requirements.

MA students should not expect renewals after their second year in the program, and PhD students should not expect renewals after their fourth year in the program. Funding from other sources is also taken into account. For example, a PhD student who receives 2 years of funding teaching SPAN 1001 will only be expected to receive 2 years of funding in Linguistics.

Teaching Assistantship Expectations

Linguistics Department TAs are Instructors of Record for LING 2100: *The Study of Language*. Each class will host 38 students.

LING 2100 satisfies a core requirement for the majority of UGA students, who will need the course to graduate, so your pedagogical responsibilities should be taken seriously. You will be responsible for the number of sections that are included in your offer letter. This will be a minimum of 1 and a maximum of 4 sections per year. Your direct supervisor is Dr. Mi-Ran Kim, the TA Supervisor.

You are required to follow the instructions of the TA Supervisor, and you are obligated to adhere to the guidelines below. Any deviation or failure to comply will impact your renewal opportunities and could result in loss of funding.

TA Guidelines

- I. Mandatory Observations
 - A. You will host at least 2 unannounced observations by faculty, staff, or TA Supervisor in your first year of teaching, and 1 unannounced observation per year subsequent to the first.
 - B. TAs will meet with their observer to discuss feedback and they will sign a copy of their Observation Report Form. Consistently negative evaluations that show no progress towards improvement will negatively affect chances for renewal.
- II. Class Cancellations
 - A. The UGA Board of Regents mandates a minimum number of in-person teaching hours per section, and failure to meet these requirements jeopardizes institutional accreditation. So, classes may only be cancelled for illness, personal crisis, or graduate academic endeavors (conferences, defenses, etc.) that cannot be scheduled at alternative times.
 - B. It is highly preferred that you ask a current TA to substitute teach for you instead of cancelling the class outright. You may email current TAs by using the LING2100TA@uga.edu listserv. Apprentice TAs are not eligible to substitute teach. Previous TAs who are no longer employed are also not

eligible to substitute teach. These individuals are not being paid, and asking them to work violates UGA policy.

- C. When your class is assigned to a substitute or is cancelled, you are obligated to inform:
 - 1. Your students
 - 2. Your apprentice TA(s)
 - 3. TA Supervisor
 - 4. Linguistics Department Office Manager
- D. Every attempt should be made to make-up a cancelled class. You may provide alternate meeting times, or offer out-of-class enrichment materials on eLC (video lectures, eLC discussion boards, outside reading materials, etc.).

III. Mentor TAs

- A. Currently employed TAs who are in their second year or later may be called upon to mentor apprentice TAs.
- B. Mentor TAs must:
 - 1. Keep track of apprentice TA attendance dates and submit these to the TA Supervisor at the end of the semester.
 - 2. Use the Observation Evaluation Form to provide feedback of at least 1 lecture that is co-planned by the mentor and apprentice TA and is taught by the apprentice TA.
 - a) The apprentice and mentor TA will meet to discuss the evaluation, sign the document, and turn it in to the TA Supervisor.
 - 3. Grade 1 homework and 1 exam with the apprentice TA present. The apprentice TA should get some experience grading course materials and receive feedback from the mentor TA about proper grading practices.

IV. Syllabus

- A. TAs are obligated to use the Linguistics Department's standard syllabus and schedule outline. Use the blank syllabus provided in the back of this packet and input your:
 - 1. Name
 - 2. Contact info (UGA email is the official method of all UGA communication)
 - 3. Office hour time and location
 - 4. Tutoring hour time and location of all LING 2100 tutors
 - a) Provided by the Office Manager
- B. You must submit a complete electronic copy of your syllabus to the Office Manager in the week before the start of the semester to be kept on file in the Linguistics Office.

V. Technology

- A. Your syllabus must be uploaded to the eLC of each section you teach. Any course materials posted online must exist on eLC. Programs like DropBox and Google Drive are not acceptable alternatives.
- B. Legally, all videos of any length or type must be subtitled. Google provides automatic subtitling on many YouTube videos, and you may be able to contact the Disabilities Resource Center for advice on how to subtitle videos from other sources.

VI. Office Hours and Tutoring

- A. TAs are obligated to attend 2.5 in-person on-campus office hours per week. These must occur at the time and place outlined on your syllabus. These hours cannot be reduced by a promise of electronic availability, and they cannot be "by appointment."

- B. TAs are obligated to spend at least 1 hour per week as a LING 2100 tutor. This hour takes place in Gilbert Hall 141 between the hours of 8:00am - 5:00pm on either Tuesday or Wednesday. This 1 hour of tutoring can count towards your 2.5 hour minimum. You may choose to spend the entire 2.5 hours as a tutor.
 - 1. LING 2100 tutors should be available to all current LING 2100 students, not just the students in their assigned section.
 - 2. If you must be absent for your tutoring hour, inform the Office Manager so that the students who walk-in can be redirected.
- C. Students must have the option of scheduling in-person office hours with the TA outside of their posted office hours and tutoring hour. If you wish to use the conference room in Gilbert 141 for these extra-scheduled meetings, inform the Office Manager in person or via email so that the room can be reserved.

VII. Student Privacy

- A. No grades, 81#s, or personal information may be sent via email to students without the student's express permission. No student's grades, 81#s, attendance information, or personal information may be shared with any other student, faculty member, or non-UGA individuals. The TA Supervisor and Office Manager may have access to this information, but no one else.

VIII. Attendance

- A. You must take attendance and turn in a copy of each section's attendance results to the TA Supervisor at the end of each semester.
- B. Your syllabus has a clearly-stated attendance policy. You are obligated to follow through on any repercussions that are outlined in that policy.
- C. The Board of Education requires any instructor to be able to answer the following questions about any student in their section(s):
 - 1. Did the student ever attend the course?
 - 2. When was the student's last day of academically-related activity in the course?

IX. Make-Up Tests

- A. Make-up tests should not be given unless:
 - 1. The student has a UGA athletic or academic requirement that is submitted by their program in writing. You will be approached by these students at the beginning of the semester with information about what dates will be missed due to their sport/event.
 - 2. The student has a medical emergency.
- B. Make-up tests should be proctored by the TA, another active TA, or the Office Manager.
 - 1. Proctored exams should be scheduled with the student at least 1 week ahead of time.
- C. Make-up tests should not be given more than 7 days before or 7 days after the official date of the test.

X. Grades

A. Grades are to be given on a 100% scale with the following letters assigned:

A	4.0	100 – 93
A-	3.7	92.9 – 90
B+	3.3	89.9 – 86
B	3.0	85.9 - 82
B-	2.7	81.9 – 78
C+	2.3	77.9 – 74
C	2.0	73.9 – 70
C-	1.7	69.9 – 66
D	1.0	65.9 – 60
F	0.0	< 60

- B. Gradebooks must be kept in electronic format by using eLC or an Excel-like program.
- C. Gradebooks are turned in at the end of each semester online with UGA's grade system, and in PDF format to the TA Supervisor (accompanied by a PDF of attendance records).
- D. There should be 3 tests and 1 final exam. The final need not be cumulative.
 - 1. Any academic dishonesty observed by the TA must be handled in accordance with the UGA academic honesty policy through the Office of the Vice President for Instruction. The Office Manager and TA Supervisor are available for advice and consultation.
 - 2. Final exams must be given in accordance with UGA's policy:
 - a) Finals cannot be made-up or scheduled in any location other than the section's assigned room and at no other time other than the final exam time provided by the Office of the Registrar. The only exception to this is if a student has more than 3 final exams scheduled within a 24 hour period. The student will provide you with a form if this is the case.
 - 3. Final exams do not have to last the entire 3 hour period, but should be as long as a single normal class period.
- E. Sample tests, finals, and homeworks are available in the Linguistics share drive.

XI. Student Evaluations

- A. You must present your students with a link to their course evaluations. This link is provided by the Office Manager as soon as evaluations are loaded each semester.
- B. Student evaluations are available to be reviewed online by the TA, and are submitted each semester to the TA Supervisor. These evaluations are used by the department to inform nominations for annual UGA TA awards and other TA opportunities for funding.

Curriculum Expectations

TAs are obligated to follow the first 10 weeks' schedule outlined in the standard syllabus. You may spend the remaining weeks on any section of your choice, but the department strongly recommends *Language Acquisition*, *Language Variation*, and *Language Change*.

The mandatory textbook for LING 2100 is *Language Files 12th Edition*.

Each file in the textbook has a section on sign language, but this should not be used in the main curriculum of the course.

The following curriculum instructions are outlined below. Any questions about curriculum should be directed to the TA Supervisor

- I. Phonetics
 - A. Students should learn the American Standard English IPA consonants and vowels.
 - B. Students should be tested on their ability to transcribe and read transcriptions in IPA.
- II. Phonology
 - A. Students should be able to understand underlying vs surface forms and how to determine the underlying form in a phonology problem.
 - B. Students should be able to identify the types of phonological processes.
 - C. Students should be evaluated on their ability to solve phonology problems, including how to describe and display phonological rules.
- III. Morphology
 - A. Students should be evaluated on their ability to produce an accurate morphology tree, and on their ability to solve morphology problems.
- IV. Syntax
 - A. The entirety of the syntax file should be taught following the handout provided by the TA Supervisor and included at the end of this packet.
- V. Semantics / Pragmatics
 - A. Semantics and/or pragmatics should be taught as the fifth/sixth main section of the course. You may chose which one, or you may teach both.

LING 2100: *The Study of Language*

UGA Linguistics Department

Fall 2017

Instructor: **First Last** *email@uga.edu*
TA Supervisor: Dr. Mi-Ran Kim *mrkim@uga.edu*
Day/Time: **MWF 12:15pm - 1:05pm**
Office Hours: **W 8:00am - 10:30am**
Linguistics Dept: *UGALing@uga.edu*

Course Description

This course introduces the scientific study of language, emphasizing topics including the organization of grammar, language in space and time, and the relationship between the study of language and other disciplines. In order to provide a broad understanding of how language works, this course will cover the major subfields of linguistics including: phonetics, phonology, morphology, syntax, and semantics.

Class Policies

1. Attendance

Your participation in this course is crucial. Students are required to attend all classes on time. Students are only allowed 1 week of unexcused absences (3 days if MWF, 2 days if TR), after which the student will lose points on their participation grade for each additional day missed.

Absences may be excused for UGA sanctioned athletic and academic events that are brought to the instructor's attention prior to the event date. Otherwise, excused absences are up to the instructor's discretion. Typically, excused absences are only reserved for personal emergencies, so be aware that just because you inform your instructor of an absence in advance, that does not mean that it will be excused.

Students are required to complete all assigned readings and homework before the relevant class begins. No late work is accepted, and no work can be delayed.

2. Make-Up Work

No make-up work will be accepted. If you know you will be absent, homework should be turned in ahead of time. If you will be absent due to a UGA sanctioned event, a test may be rescheduled.

No rescheduled test can be taken more than 5 days before or 5 days after the original date of the test.

3. Academic Honesty

As a UGA student, you have agreed to abide by the university's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at <http://ovpi.uga.edu/academic-honesty/academic-honesty-policy>.

Lack of knowledge about the academic honesty policy is not a reasonable explanation for committing a violation. Questions related to the course assignments and the academic honesty policy should be directed to the instructor.

4. Grades

Your grades are broken down into the following values:

Exams	60%
Graded Homework	30%
Participation	10%

At the completion of the course, letter grades are assigned based on the following values:

A	4.0	100 - 95
A-	3.7	94 - 90
B+	3.3	89 - 87
B	3.0	86 - 83
B-	2.7	82 - 80
C+	2.3	79 - 77
C	2.0	76 - 73
C-	1.7	72 - 70
D+	1.3	69 - 67
D	1.0	66 - 65
F	0.0	< 65

5. Exams

There will be three exams and a final exam given in this course. The first three exams will be given on the following dates:

INSERT EXAM DATES

The final exam for this course will be given in the same classroom as the normal meetings, and it will be held on:

INSERT FINAL EXAM DATE

6. Required Textbook

This course will be using *Language Files 12th Edition* published by The Ohio State University. The paper version ISBN is 978-0-8142-5270-3 and the PDF ISBN is 978-0-8142-7578-8. This textbook is available at the UGA Bookstore, or in online retailers. If you need assistance locating the book, please contact your instructor.

7. Classroom Behavior and Student Needs

Do not impede upon other students' learning opportunities. Distracting behavior like talking, texting, or playing music will not be tolerated.

If you need to make use of the DRC, please inform your instructor of those needs in the first week of class.

If you need to schedule office hours outside of the listed times, or if you have to communicate about any course business, UGA email is the only acceptable method of communication according to the university guidelines. Your instructor will respond in a timely manner.

8. Course Schedule

Please view the course schedule below. Deviation from the schedule is not expected, but it may happen. Any changes that need to be made will be announced via UGA email.

Week 1 [August 14 - 18]	File 1.0 - 2.1	Introduction to Linguistics & IPA
Week 2 [August 21 - 25]	File 2.2 - 2.7	Phonetics
Week 3 [August 28 - September 1]	File 2.2 - 2.7	Phonetics
Week 4 [September 4 - 8]	File 3.0 - 3.5	Exam 1 & Phonology
Week 5 [September 11 - 15]	File 3.0 - 3.5	Phonology
Week 6 [September 18 - 22]	File 4.0 - 4.5	Morphology
Week 7 [September 25 - 29]	File 4.0 - 4.5	Morphology
Week 8 [October 2 - 6]	File 5.0 - 5.5	Exam 2 & Syntax
Week 9 [October 9 - 13]	File 5.0 - 5.5	Syntax
Week 10 [October 16 - 20]	File 6.0 - 6.4	Syntax
Week 11 [October 23 - 26]*	File 7.0 - 7.5	Semantics & Pragmatics
Week 12 [October 30 - November 3]	File 8.0 - 8.5	Exam 3 & Language Acquisition
Week 13 [November 6 - 10]	File 8.0 - 8.5 & 10.0 - 10.5	Language Acquisition & Variation
Week 14 [November 13 - 17]	File 10.0 - 10.5 & 13.0 - 13.7	Language Variation & Change
Thanksgiving Break [November 20 - 24]	Thanksgiving Break	Thanksgiving Break
Week 15 [November 27 - December 1]	File 13.0 - 13.7	Language Change
Week 16 [December 4 - 5]	Final Exam Review	Final Exam Review

* October 27 - Fall Break