

TEACHING ASSISTANT (TA) DUTIES

THANK YOU! You have volunteered to be a Teaching Assistant for a class provided by COMGA/OSU Extension. This job has specific duties designed to ease the workload of the instructor and warmly welcome students. These instructions are for a formal class given in the community, such as Growing Vegetables in Central Oregon. You should not need the teaching assistant's box for an Open House event given in our Community Garden(s). In the gardens, you may be asked to help with the crowd, the tools, handing out literature, or answering attendee questions. If the Demo Gardens are offering a formal outdoor class, like a Pruning Trees and Shrubs, you will need the TA Box.

When you agree to be one of the two TA's for an instructor, meet with the team in person or by phone to decide on who will do which tasks, what items the teacher will need you to bring to the class, and what time you all will arrive to do the set up. Set up is nearly always 1 hour before class. Seed sowing is usually a 90-minute set up for the instructor. The goal is to have all the set up done at least 20 minutes before class starts, so we can focus on the students. Large classes require two TA's. Be sure everyone knows their assigned tasks. If two classes with two different teams run back-to-back or very close, be sure that each team has 1 TA box and 1 instructor box.

PREP DAY- a few days before class

A day or two before the class, pick up supplies from the shed by the DEMO Garden at the Extension Office in Redmond. The **LOCK COMBINATION IS 3893**. These numbers line up at the top of the lock. Pull on the lock hard to open it. When you close the lock, be sure the word "Master" is facing out. That keeps the numbers right side up for the next person opening the lock. REMEMBER that the boxes of brochures stuffed with handouts are stored in the Plant Clinic! The office building is ONLY open during normal business hours. Pay attention to the emails from Rachel that notify Master Gardeners when they have holiday hours that close the building on weekdays.

1. There are TWO Teaching Assistant Boxes (clear plastic storage bins with lids). The contents should be the same in each box. A copy of this TA Guide/check list should be taped inside the lid of each box inside a sheet protector. You will only need ONE box for any given class. There are duplicate boxes so classes can run simultaneously or too close to pass one box around. Boxes should be on the main floor on the shelves immediately to the left as you enter. Refill supplies as needed from the Extension Office Workroom. If you deplete a supply, be kind and refill it. The TA Box should Include:
 - **Door signs.** "Growing Vegetables in Central Oregon," "Seed Sowing & Transplanting," and "Seed Saving & Storing" signs are laminated and in the box. Replace if they become damaged. Usually, the three signs for the class are placed on the sandwich board in the parking lot, on the front door of the building, and on the classroom door with tape.
 - **Tapes:** masking tape and clear box tape or scotch tape
 - **Sharpened Pencils**
 - **Sign in Sheets:** NOTE: If Class is on Eventbrite, The VP of Community Ed will email the class roster to you. You can check off attendees as they enter. Those you check off the list do not have to sign in. Have one sign in sheet for Walk-Ins or Wait List patrons who came to class and there was room to welcome them. On Eventbrite, some patrons will sign up for two tickets, but the reservation will be in one name. If there is a "2" in the Quantity column on the Eventbrite Attendee List, you will know to ask that person's guest to sign in on the Sign-

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In Sheet. Sometimes there are two listings for the same patron. It could be they tried to log in twice themselves or they did log in twice to register their friend. Verify when they come in. Our goal is to have a good name and email for every registered student. Amy Jo may want to send a follow up questionnaire in August to get feedback on how the advice in our classes may have helped Central Oregon Gardeners.

- **Evaluations:** THE EVALUATION DATA IS MISSION CRITICAL TO OUR WORK. IT MUST BE ACCURATE TO SUPPORT AMY JO IN HER REPORTS TO OSU. Evaluations have been stuffed in the handouts at the TA Work Session at the start of the year. Evaluation Tally worksheets should be in the box. If not, you can download the tally from the FORMS tab on www.gocomga.com.

Evaluation Forms include:

- Class Evaluation- If you are asked to run an extra class, you can ask Rachel to print a set of evaluations for you directly from her computer to the office printer. Those should be on colored paper. It does not matter what color. We just want it to be different from the other handouts, so people see it, and we collect it.

-Class Evaluation Instructions and Tally Worksheet- If there are no copies of this in the TA box, print copies of this from the website to complete the task to roll up the data for each class you work. Follow the instructions on the tally.

-Class Evaluation Final Report- THIS DOCUMENT IS NOT IN THE TA BOX. It is an online form. The link to the form is on the GOCOMGA website Members area, FORMS Tab under the Community Ed. You will be able to input the tally data into this form. The web will compile the final report and send it to commuityed@gocomga.com. You may also print a copy for yourself. The report is not a document, but two web pages that will need to be printed separately. We are beta testing this new online report January & February 2024. This will be the standard report once the testing is done.

- **Bookmarks** with our contact information on it. Rachel Humpert can print more Rachel.humpert@oregonstate.edu 541-548-6088 at the front desk in the OSU Extension Office in Redmond. These are usually stuffed in the handout booklet at the TA Workshop for the planned classes.
 - **Handouts**- Enough Copies of any handouts the instructor has asked you to bring. We try to get that organized for routine classes in the start-up work session. However, you may be asked to TA for a new class during the gardening season.
 - **Example soil thermometer**, explanation sheets on how to use one and a way to order one online if you sell out of the stock. Copy this form if you do not have enough.
2. **Box of Soil Thermometers** from the shelf on the back wall. Fill out the inventory sheet and be sure there are receipt envelopes in the box. Thermometers come in boxes of 50. There is a refill supply nearby if you need more. It is better to bring back extra than to disappoint a student who wanted to buy one. The price is \$5.00 each and there is a Sale Sign in the TA box. Include an instruction sheet with each soil thermometer that you sell. The instructions show people how to calibrate their thermometer. You should see a small pliers to demonstrate how to turn the nut

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under the dial to complete the calibration. Notify the Coordinator if the inventory is low: Karen Simonet, emsnurse1923@gmail.com, 661-713-5674.

3. **Bag of Row cover** comes in bags of 10. If the registrations are under 30, then 1 bag should be enough. Obviously, it is better to bring extra back to the shed than to disappoint an attendee who wanted to take some home. Row cover is currently cut into 6 ft x 20 ft lengths. It sells for \$10. In February packages of row cover clips will be available. The clips come in packs of 10. The sourcing and price will be updated by the coordinators. Notify the Coordinators if the inventory is low: Bonnie O'Hern, bonnieohern@gmail.com , 805-228-2661 and Patty DeGaetano, patty.degaetano@gmail.com, 760-310-1802.

IMPORTANT: Money and inventory records are kept separately for these items. Return the money in separate envelopes to Rachel Humpert in the office after the event. Rachel will hold the money in the safe until the COMGA Treasurer can collect it. One TA should sell products and keep track of the sales. The other TA can double check the numbers at the end. Sales are by CASH or CHECKS only.

4. **Sandwich Board Sign(s).** Take 1 or 2 sandwich boards painted "Master Gardener Event" with an adjustable arrow. One sign may be enough for a venue with a small parking lot close to the classroom building.
5. **BOX of Prepared Handouts-** Pick up the box of handouts prepared and labeled for your class with the Date, Location, and number of handouts written on the box. These boxes are in the Plant Clinic. The TA team will also have a box in the Plant Clinic where you can put the leftover prepared handouts for future use. We prepare for a max enrollment, but we usually have No Shows. If you expect a large class, it may be wise to bring extras from the leftovers box.

EVENT DAY

Set up tasks before class:

- Arrive at the event at the agreed upon time to work with the instructor. Usually this is one hour before class starts. Seed Sowing and Transplanting takes longer to set up. The instructors usually like set up to be done before students start arriving. Early birds tend to arrive 20 minutes before class starts.
- Set up the sandwich board and signs.
- Pull a table over near the door for the sign in sheets and handouts.
- Pull another table to the side or back of the room for the Sales Signs, row cover, and soil thermometers.
- We prefer to have classroom style seating with long tables and chairs facing the instructor. Do not block exits. Make sure the rows are easy access. Some large churches will have chairs set up theater style with no tables.

During Class:

The TA is an Ambassador for COMGA to the attendees. Two TA's usually work a large class and split the duties at sign in and close out.

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- Warmly welcome each attendee and check them off the Attendee List. You will need to have them sign in on the Sign-In Sheet ONLY if they are not listed specifically on the Attendee List with a name and email. Use the sign in sheet just for those extras: multiple reservations under one name, hopeful Wait List people who show up, and walk ins. (TA 1)
- Give each attendee an Evaluation Form and class handouts. (TA 2)
- Offer them a pencil if needed. (TA 2)
- Be available to sell row cover, clips, and soil thermometers at the break and after class. (TA 1 & 2)
- Help answer questions if you can. If you do not know the answer, refer them to the instructor. (TA 1 or 2)
- Be sure to know the answer to simple logistics questions like where the restrooms and water fountains are. (TA 1 and 2)
- If the instructor states they want to give the whole lecture and take questions at the end, be ready to hand out index cards and pencils to those attendees who want to submit a question. Some instructors take relevant questions along the way and have open discussion at the end.
- If a student has a gardening question outside of the area of class, capture the client information on a Plant Clinic intake form and plan to enter it into the ECCO system. Forms will be added to the TA box. The VP of Community Ed will also bring the Mobil Plant Clinic Expando File to the class for this purpose. This rarely happens.
- If someone is unhappy about something in the class, be kind. Write down their concerns and contact information on one of the **index cards from the TA box**, so we can follow up. Let them know that they are being heard. (TA 1 and 2) Notify the VP of Community Ed that there is follow up work to do.
- Collect the Evaluations at the end of class (TA 2). You might have to encourage people to take the time to do it before they leave. We really want the feedback, but we don't insist if people just don't want to do it. Decide who will roll up the data, complete the tally of the numeric responses on the worksheet, and complete the electronic report.

Clean Up After Class

- Put back all furniture as you found it. Some churches will leave us a set up map if they want us to leave it differently.
- Make every effort to return the TA box to the shed the next business day after class unless you made other arrangements with the next TA using the box. Restock as needed, store extra handouts, and put the final paperwork in the VP of Community Ed mailbox. This includes: all Evaluations, Tally Worksheet, Attendee Check List, Sign in Sheet, and a print-out of the Class Evaluations Final Report and the Class Attendance and Sales Summary Report. The Final Electronic Reports are also sent by email to the VP of Community Education communityed@gocomga.com.