TA Short Guide to Key Resources, 2020-2021

TEACHING:
- **Center for Teaching, Learning & Outreach**: The CTLO staff can answer individual questions, troubleshoot, and help TAs obtain feedback on teaching. Events (workshops and programs) are updated online; [http://ctlo.caltech.edu](http://ctlo.caltech.edu)
- **Teaching Conference**: Held prior to the start of the fall quarter, the annual conference includes basic, advanced and specialized workshops; [http://ctlo.caltech.edu/TeachingConference](http://ctlo.caltech.edu/TeachingConference)
- **Remote Teaching**: Resources for technology, tools and strategies for teaching remotely; [http://teach.caltech.edu](http://teach.caltech.edu)
- **Caltech Project for Effective Teaching (CPET) Certificate Program**: CPET is a graduate student group offering seminars and workshops, resources, videos, and two certificate programs: the Certificate of Interest and Certificate of Practice in University Teaching; [http://ctlo.caltech.edu/cpet](http://ctlo.caltech.edu/cpet)
- **University Teaching Course**: E110, Principles of University Teaching and Learning in STEM. Winter 2021 and Spring 2021 (3 units, pass-fail); [https://ctlo.caltech.edu/E110](https://ctlo.caltech.edu/E110)

ACADEMIC:
- **Tutoring**: The undergraduate dean’s office provides a peer tutoring service; If the course isn’t listed, the student can talk with the dean’s office to arrange for a tutor; [https://deans.caltech.edu/AcademicSupport/tutor](https://deans.caltech.edu/AcademicSupport/tutor)
- **Writing**: The Hixon Writing Center provides professional writing tutors as well as peer tutors, individual and group writing space, and additional resources; [http://writing.caltech.edu](http://writing.caltech.edu)
- **Remote Learning**: Resources for technology, tools and strategies for learning remotely; [http://learn.caltech.edu](http://learn.caltech.edu)
- **Registrar & FERPA**: The registrar can answer questions about degree progress, privacy of student records, and course enrollment procedures; [http://registrar.caltech.edu](http://registrar.caltech.edu). The website also lists **Option Representatives** for option-specific advising, policies, and information.
- **Library**: Borrow books, retrieve journal articles, reserve rooms and receive guidance about researching online and in the library, including course reserves and copyright/fair use; [https://www.library.caltech.edu/](https://www.library.caltech.edu/)
- **Dean of Undergraduate Students**: Wide-ranging assistance addressing issues (academic and other) for undergraduates; [http://deans.caltech.edu](http://deans.caltech.edu), 626-395-6351.
- **Dean of Graduate Studies**: Wide-ranging assistance addressing issues (academic and other) for graduate students; [http://gradoffice.caltech.edu](http://gradoffice.caltech.edu), 626-395-6346.

ADDITIONAL RESOURCES (note: all campus phone numbers begin with 626-395-X):
- **Counseling Center**: Free for all students, regardless of insurance plan; [http://counseling.caltech.edu](http://counseling.caltech.edu), x8331.
- **Occupational Therapy**: Individual sessions and consultations on building healthy habits and routines, time management, planning and organization, and more. Free for all students; [http://ot.caltech.edu](http://ot.caltech.edu), x8331.
- **Center for Diversity**: Resources concerning navigating diversity and inclusion, including staff who can speak with students about challenges of harassment and discrimination; [http://diversitycenter.caltech.edu](http://diversitycenter.caltech.edu)
- **Equity and Title IX**: Caltech’s Assistant Vice President for Equity and Title IX Coordinator ([equity@caltech.edu](mailto:equity@caltech.edu)) works with students on issues related to discrimination (including based on race, sexual orientation, gender, etc.), harassment, and sexual misconduct; [http://titleix.caltech.edu/](http://titleix.caltech.edu/), x3132.
- **Caltech Accessibility Services for Students**: Deans work with students with physical and learning disabilities on accommodation requests and services; [http://cass.caltech.edu](http://cass.caltech.edu), x6351 (undergrads) and x6346 (grads).
- **Residential Support**: Resident Associates (RAs) and Residential Life Coordinators (RLCs) are also resources for TAs and students; [http://www.residentialexperience.caltech.edu/](http://www.residentialexperience.caltech.edu/).
- **Career Development Center**: Provides resources to help students make career decisions and implement career plans; [http://www.career.caltech.edu](http://www.career.caltech.edu), x6361.
Sexual Misconduct or Harassment Reporting: How it Works for Students/TAs

Please see Caltech’s policy on Gender-Based Misconduct for more detailed information.

Resources:

Confidential*

- Any member of the Health and Counseling Center
  [http://wellness.caltech.edu/counseling](http://wellness.caltech.edu/counseling)
- Caltech Center for Diversity - Taso Dimitriadis and Erin-Kate Escobar
  [http://titleix.caltech.edu/reporting/reporting-options](http://titleix.caltech.edu/reporting/reporting-options)

Confidential resources are not considered reports to Caltech and will be kept confidential.

The process can stop here.

Reporting Options

- Hima Vatti, Caltech’s Title IX Coordinator
  ([titleix@caltech.edu](mailto:titleix@caltech.edu))
- Allie McIntosh, Deputy Title IX Coordinator (Students)
  ([allie@caltech.edu](mailto:allie@caltech.edu))
- Melany Hunt, Deputy Title IX Coordinator (Faculty)
  ([hunt@caltech.edu](mailto:hunt@caltech.edu))
- Ofelia Velazquez-Perez, Deputy Title IX Coordinator
  (Staff/Postdocs) ([ofelia.velazquez-perez@caltech.edu](mailto:ofelia.velazquez-perez@caltech.edu))

TAs are required to report so that Caltech can offer appropriate response to all parties involved.

* These resources are confidential unless someone’s immediate safety is at risk. And a reporting party will always be encouraged to file a report with local law enforcement. Clery crimes are reported anonymously by law.