



CENTER FOR TEACHING, LEARNING & OUTREACH

<http://ctlo.caltech.edu>

ctlo@caltech.edu

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>
- **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>
- **Remote Teaching:** Resources for technology, tools and strategies for teaching remotely; <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>
- **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>

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>
- **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>
- **Remote Learning:** Resources for technology, tools and strategies for learning remotely; <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>. 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/>
- **Dean of Undergraduate Students:** Wide-ranging assistance addressing issues (academic and other) for undergraduates; <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>, 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>, 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>, 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>
- **Equity and Title IX:** Caltech's Assistant Vice President for Equity and Title IX Coordinator (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/>, x3132.
- **Caltech Accessibility Services for Students:** Deans work with students with physical and learning disabilities on accommodation requests and services; <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/>.
- **Career Development Center:** Provides resources to help students make career decisions and implement career plans; <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>
- Caltech Center for Diversity - Taso Dimitriadis and Erin-Kate Escobar
<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)
- Allie McIntosh, Deputy Title IX Coordinator (Students)
(allie@caltech.edu)
- Melany Hunt, Deputy Title IX Coordinator (Faculty)
(hunt@caltech.edu)
- Ofelia Velazquez-Perez, Deputy Title IX Coordinator (Staff/Postdocs)
(ofelia.velazquez-perez@caltech.edu)

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

Information is received in your role as a:

Student

Choose

Choose

Students are encouraged to seek resources to report sexual misconduct.

Teaching Assistant

Required

Teaching Assistants are considered Responsible Employees and are required to notify the Title IX Coordinator or Deputy Title IX Coordinator if they become aware of sexual misconduct.

Reporting party requests an informal resolution.**

-Title IX coordinator will work with each person to resolve the situation informally.
-This option is also available with the help of any confidential resource.

**May not be available for all cases.

Reporting party seeks confidentiality or does not wish complaint to be pursued.

-If the reporting party requests their name not be used, or asks that the complaint not be pursued, Caltech will take all reasonable steps to investigate and respond to the complaint consistent with the request. If reporting party refuses to have their name disclosed to respondent, the investigator will explain that Caltech's ability to respond may be limited.

Reporting party requests a formal investigation.

-Complaints can be filed at any time, verbally or in writing.
-Purpose is to determine the facts relating to the complaint.
-All parties receive a fair process and are treated with care and respect.
-All available information is collected.
-Investigators review the evidence.
-Investigators put together a report that is shared with both parties.
-Decisionmaker reviews the materials, and makes a decision about responsibility and disciplinary action.

* 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. *Clergy* crimes are reported anonymously by law.