

“Why TA” Event

Event Timeline:

Four weeks prior to event:

- Contact Dr. Thompson and pick a date/ time for the event.
- Book a room.

Three weeks prior to event:

- Contact previous dental student TA's from each position for a panel, including:
 - Group Practice TA
 - Oral Surgery TA
 - Clinical (4th floor) Lab TA
 - Pre-clinical (including Fixed Prosth, Operative, Removable Prosth) TA
 - Emergency TA
 - Radiology TA
 - Administrative TA
 - Individual Course TAs (Medicine, Gross Anatomy, Biochemistry, Pharmacology etc.)

Two weeks prior to event:

- Confirm student panel.
- Confirm Dr. Thompson's attendance.
- Take lunch orders.
- Begin poster making.

One week prior to event:

- Send out reminder emails to student panel/ faculty.
- Print and distribute fliers to school.
- Send mass email to TUSDM.
- Confirm lunch orders/ determine a person to pick them up.

Example email:

(Note: Always cc the same one or two people in your chapter's leadership when sending any emails.)

Are you interested in becoming a TEACHING ASSISTANT at [University]? On behalf of the ADEA Chapter for Students, Residents and Fellows at [University], I would like to invite you to our TA Info Session.

A panel of current TA's from the following categories will be present to answer your questions about how to become a TA, what being a TA entails, and when/why to apply for a TA position.

- Group Practice TA

This resource was provided by the ADEA Chapter at Tufts University School of Dental Medicine.

- Oral Surgery TA
- Clinical (4th floor) Lab TA
- Pre-clinical (including Fixed Prosth, Operative, Removable Prosth) TA
- Emergency TA
- Radiology TA
- Administrative TA
- Individual Course TAs (Medicine, Gross Anatomy, Biochemistry, Pharmacology, and more!)

[Administration representative] will also be there to provide information and answer any questions you may have.

The Info Session will take place in [room] at [time].

We hope to see you there!