“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
- 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!