Panel and Being Professional

CS398T: Supervised Teaching in Computer Science
October 10, 2018
Experienced TA/AI Panel
How to Present and Represent

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Communication

- Formal vs. Informal
- Frequency
- Method
  - Email, professional email address
  - In person
  - Phone – text or call
- ESL
Personal appearance and Behavior

- Dress for the occasion
- Hygiene
- Behavior
  - RSVP and show up or don’t RSVP
  - Shake hands in formal settings
  - Look the person who addressed you in the eye
  - Polite food consumption
  - Treat everyone with respect
    - Pay attention
    - Ask questions
Professional Attire

What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.

NOTE: For interviews, always choose Business Professional attire.
Social Media

- Assume nothing is private
- LinkedIn account recommended
- Update all Professional accounts regularly
- Be polite – maybe if you’re having a bad day or someone else is don’t engage
Asking for what you need

- Negotiation
- Setting expectations (managing up)
- Taking responsibility for your success and progress
- Keep them aware of your progress
- Don’t suffer in silence
- Communicate
Announcements

Next week:

– On Tuesday, hopefully a talk on Communication through Writing led by William Cook
– A Wednesday evening training on How to Be a Good TA
– Research talks begin on Thursday