

# Math 500: Summary of essential TA information

September 26, 2019

## 1 Your responsibilities

- Hold weekly discussion sections
- Hold weekly office hours (2 hours per week for 25% appointment)
- Grade midterm and final exams
- Grade homework, if applicable (likely have either online homework or an undergraduate grader)
- Oversee course grader, if applicable
- Be present during the quarter
  - do not leave early at the end of the quarter, as you must grade final exams
  - if you must miss a section, you are responsible for finding another TA to cover for you

## 2 NOT your responsibilities

- Substitute for the instructor in lecture
- Write exam or homework questions
- Work in excess of employment level (see below)
- Assign final course grades

If you are appointed at 25%, you should not exceed an average of 10 hours per week over the quarter (20 hours per week if appointed at 50%). Note that this is an average; some weeks, especially when grading exams, will likely be over this amount. If your instructor is requesting more work than can be completed in this time, discuss this with them to adjust down to the appropriate level. If a solution cannot be reached, contact Eric or Jacqueline.

### 3 General discussion section template

1. (Before section) Write your name, email, and office hours on the board.
2. (2-3 min) Go over course announcements, homework due dates, upcoming tests/quizzes.
3. (40 min) Working on problems.
  - If students are lost, go through a quick example. Have students work on similar problem individually or in groups.
  - Ask students what they'd like to see. If they are unsure, have examples prepared. Keep in mind breadth and depth of topics.
  - Always spend at least 1-2 min recapping at end of problem: what were key steps/observations? What happens if we replace any of the hypotheses?
4. (5 min) Summarize what you did today. Minimize the amount of loose-ends or partial answers without hints. Students need closure.

### 4 Office hours

- Required to hold at least 2 hours of office hours per week
- Consider your students' schedules before scheduling your office hours:
  - coordinate with your instructor and other TAs to avoid overlapping office hours,
  - do not schedule office hours during the course meeting times,
  - schedule at a time when students are likely to come, not at an incredibly inconvenient time such as 10pm on Fridays
  - consider when homework is typically due
- Be considerate of your office mates. If many students arrive, move your office hours to a seminar room (be sure to post a note on your office door with the new location!): either
  - email [frdesk@math.ucsd.edu](mailto:frdesk@math.ucsd.edu) saying that you need a room right away for office hours and indicate roughly how many students you have, or
  - run up to the 7th floor front desk and relay the same information as above