

## Math Graduate Student TA Responsibilities

The teaching assistant supports the instructor. Teaching assistants should:

1. attend and listen during lectures so they know what the instructor has covered in class. TAs should not answer questions addressed to students or the instructor or ask questions of the instructor.
2. assist the instructor with attendance if asked to do so.
3. run Discussion sections for the course.
  - (a) work through assigned exercises before class in order to answer homework questions
  - (b) use the same terminology and notation that the instructor has used during lectures.
  - (c) administer quizzes or take up homework if asked to do so. (1300 and 1301)
  - (d) present new material to the class or continue lectures. (1300 and 1301)
4. hold a minimum of 2 office hours/week for one class and 3 office hours/week for two classes.
5. assist with constructing and grading tests, quizzes, and assignments.
6. teach one or two regular class meetings.
7. ask IOR for advice if you have questions or concerns about teaching, grading, students, etc.
8. spend about 10-12 hours per week per class on TA duties.
9. provide an evaluation of your TA experience at the end of the semester including teaching practices of the Lead Instructor you liked and will try to incorporate into your own teaching as well as suggestions for improvements, the duties you were assigned by the Lead Instructor, mentoring by Lead Instructor, or any other feedback you would like to offer. These evaluations will be submitted to the Director of Teaching Alice Mark.
10. keep Instructor Solutions Manuals away from students. Some instructors assign even problems as part of problem sets.
11. be on time and prepared for class.
12. cover your class. (If you MUST miss class for any reason, it is your responsibility to find someone to cover the class and you are responsible for the quality of the substitute. If you are traveling, the necessary departmental forms require the name of the person covering your courses and office hours.)