So you're a TA at UCSD...

1. The typical undergrad math class consists of 4 classroom hours a week: 3 with the prof in MWF lectures, and 1 with you (the TA) in sections. Sections for most classes meet on Tuesday or Thursday.

2. You meet with each section once a week. Sections run for 50 minutes.

3. Normally your job in section is to answer students' questions about the material. In most cases they will have homework questions for you to answer. However, unless your section is held the day before the homework is due, there's a good chance many students have made little progress on it. It can be very helpful to review concepts from lecture as you discuss a problem so that students aren't lost.

4. You will hold **office hours** each week for students to get assistance with the course.

   Total # office hours = 8*% employment.

   If you are assigned to TA $20D$ or 18, you will instead hold **half of your office hours in the Matlab lab lab (B**432**)**. The students in your classes will have a series of four to five Matlab assignments to do throughout the quarter. Much like the calc lab, your job while working in the Matlab lab lab is to help *any* $20D$ or 18 student who asks for help with the assignments. The assignments are intended to be self-explanatory and are designed like tutorials, teaching you Matlab syntax along the way. To prepare for your Matlab hours, a careful read through of the assignments should be sufficient. If you don't have any programming experience, you may want to work through the assignments yourself. Programming experience is not required - it should be pretty easy to learn what you need to know to be a capable Matlab TA.

5. Each lecture typically has **two midterms** which you will grade[1]. In the 10 weeks of the course, the midterms tend to fall around weeks 4 and 8. You are also supposed to help **proctor** these midterms. In the event that the lecture time overlaps with your grad classes, you should let the prof know well ahead of time (like during your first meeting). Usually the prof can manage the proctoring without you, but they may ask you to find a replacement for proctoring. To do that, you just need to find another TA to swap proctoring duties with.

   Some profs have super-large lectures (up to 400 students) and need help proctoring the homework quizzes. If you are not in a grad class at the time of the lecture, you should help proctor the quizzes as well.

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[1]our next meeting will cover all things grading-related

6. The **final exam** takes place during finals week, which is the week immediately after week 10. The final usually runs for 3 hours, and its time and location can be found on the course website (or on the official UCSD schedule of courses).

   You and the other TAs for the course will proctor and grade the final. Your prof should let you know when they need the grades by. The university's deadline for final grades to be submitted (by the prof, not you) is the **Tuesday after finals week**. The professor will usually request you have the grading done before then, so they have time to calculate a curve and submit final grades. On the Tuesday after finals week, your TA duties are officially over and you are free to leave town.

   - If you want to buy airplane tickets home for break for before that date, you do so at your own risk. It is your job to make sure the finals get graded accurately and completely, and the grades recorded and emailed to your prof. If the prof has any questions about the grade spreadsheet or the way you graded, they need to be able to contact you before that Tuesday after finals week. That means that even if you grade and email the spreadsheet immediately after the final on Monday of finals week, you must be available (at least via email and phone) until the following Tuesday if the prof needs you.

   - If you see that the final is early during finals week and you want to buy your airplane ticket for a date earlier than the Tuesday after finals week, talk with the prof and other TAs early on during the course. Chances are you'll be able to come to some sort of understanding.