

THINGS TO DO BEFORE YOUR FIRST SECTION

1. Check <http://math.ucsd.edu/~seniorta> for your TA assignment: the course name, professor, and section meeting times and places will be there.
2. Contact the professor and the other TA(s) for the course to set up a meeting. At this meeting, make sure to ask the following questions:
 - (a) Will you be following a textbook or writing your own lecture notes? Will these be posted online? How will I know what has been covered each week?
 - (b) Does this class have homework to be turned in? Quizzes? How should they be managed? In particular, if there is homework, should it be collected at the beginning or end of section? Can students put assignments in homework boxes after section? Is it okay to provide complete homework solutions in section, or should I only give hints?
 - (c) Does this course have a grader? Who is s/he¹? If not, what will my grading responsibilities be?
 - (d) When are the exams? Will you need proctors? Are there any special policies you have about exams that I should know now? Will the exams scores be curved?
 - (e) When are your office hours? Do you have preferences about when I should hold mine?
 - (f) Is there a course website? If not, please give me a copy of the syllabus.
3. Also at this meeting, it's important to set up a regular schedule for future communication, either via email or weekly meetings.
4. If the course has a website, look at it. Commit to memory things like the final grade computation (e.g. 50% final, 25% each midterm, etc.) and whether or not students are permitted calculators or equation sheets on exams/quizzes. You will get questions about those things *ad nauseum*.
5. Get the book for the class, from the Math Dept. front desk, and look at it.
6. Set up a homework box, if necessary. Get in touch with the grader, if applicable, and coordinate a homework handoff system.
7. Figure out geographically where your section meets. Some rooms/buildings are hard to find, and you do not want a last-minute search to make you late for your first section. The website maps.ucsd.edu is really helpful.
8. Add the number for campus polics to your phone, in case you get locked out of your classroom:
858-534-HELP(4357)

¹never to be shared with your students