

TA Training

I. Timofeyev

University of Houston

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TA Training : August 18 from 9AM - 12PM in Fleming 19 (basement)

General Rules and Guidelines

TA Responsibilities

- Grading
- Recitation Teaching
- CASA
- We expect ALL students to be able to teach recitations after their first year

CASA

- CASA is a tutoring and testing center; all TAs are assigned CASA hours.
- CASA is run by the director Cindy Nguyen
- Your CASA performance is included into your evaluation by the department
- Please follow CASA rules and regulations
- Scheduling questions should be addressed to Cindy Nguyen

Grading

- Receive your assignment in a timely manner; make sure you're present for the whole duration of the grading period
- It is YOUR RESPONSIBILITY to grade assignments on time
- Communicate with the instructor (or lead TA) about upcoming exams/quizzes/homework
- Grading Guidelines and Partial Credit
- You can receive a copy of the textbook from Tai McAlister
- Record Keeping - UH Blackboard or some other means (e.g. MS Excel)
- Academic Honesty - Immediately Communicate with the Instructor
- Records Privacy
 - Release the Grade and Assignment information ONLY to the corresponding student

Recitation

Teaching Practice problems for Calculus and other undergraduate courses

First Class: Write your name and information (class number, office hours, contact information) on the board

General Guidelines:

- Proper Preparation and Notes; you need to prepare in advance and work out the problems on paper
- Using blackboard/whiteboard - organized, clearly written, keep the material on the board, indicate the important steps, etc.
- Keep the appropriate pace
- Be engaged with the class - ask questions, encourage interaction, make sure students follow the material
- Too many questions - you can suggest to discuss this after the class
- Post material on your webpage
- Inappropriate Student Behavior - discuss with the Instructor, Undergraduate Director, or Graduate Director

If you are unable teach a class

- Notify the Instructor/Undergraduate Director/Graduate Director as soon as possible
- Notify the Math Office 713-743-3500 as soon as possible and request someone to meet and teach your class
- You'll need to meet with the Graduate Director and explain your emergency
- You are NOT authorized to cancel or reschedule your class without prior approval
- You are NOT authorized to arrange for someone to substitute you in your class without prior approval