

Guidelines and Expectations for GTAs Assisting with Math 112

In Math 112 sections scheduled in large enough rooms, we will have approximately 48-54 students in the class. In such sections, an experienced instructor will be assigned to teach, with a new GTA assigned to assist with the course. As a new graduate student TA, it is important to understand your role in your class and the expectations that the department has for you and for the supervising teacher. The following guidelines reflect both the needs for the class and the needs for the TA to learn and grow.

GTAs assisting with Math 112 are expected to:

- Attend every class meeting. Be at least 5 minutes early.
- Assist with in-class logistics, such as attendance, collecting homework, seating assignments, etc. as requested.
- Assist with in-class group work.
- Grade 1-2 written homework assignments/quizzes each week. TAs are expected to give feedback to students on written work, in addition to scoring papers. TAs are NOT expected to grade all written work for the section. If more than one written homework (4-5 questions) and one quiz per week are assigned, the supervising teacher will need to grade the additional papers.
- Hold 2 office hours per week.
- Prepare for and teach class at least twice during the semester.
- Attend common midterms and the final exam, and assist with handing out/collecting papers and proctoring.
- Assist with D2L or ALEKS as needed.

If a TA is assigned to assist with two sections, their work should be roughly doubled, with the exception of office hours, which can be made available to students in both sections.

Mentors of Math 112 GTAs are expected to:

- Hold weekly meetings with the TA to discuss the following week's activities and expectations. During these meetings, they should discuss specifics about how the TA should interact with students during class time.
- Provide TAs with guidelines for grading homework and quizzes.
- Review graded homework/quizzes, and give feedback to the TA.
- Give the TA the opportunity to exercise classroom management skills, and (when ready) to practice classroom presentation skills.
- Assess the TA's readiness for teaching the class on their own in the Spring semester. They will be asked to complete a formal evaluation near the end of the term.

Regular meetings (roughly every other week) will be held with the Math 112 GTAs to discuss upcoming content and other relevant course details.