

Time Management

1. Schedule meeting with your IOR to have a clear idea of your responsibilities
2. Consider all responsibilities and create a schedule for planned tasks
 - Lectures
 - Are they mandatory?
 - Is an outline available?
 - Is it permissible to work on student papers during lecture?
 - Office Hours/Correspondence with students
 - Block hours for students, and leave time for e-mails.
 - Sections
 - Consider making assignments specific to each section.
 - Grading (majority of your time)
 - Set aside blocks of time to allow for consistent grading (see Grading below).
 - Contingency planning
 - Allow some time for unexpected problems (e.g. HR requirements)

Communicating with your Instructor of Record (IOR)

1. Be respectful.
2. Support each other.
3. Be consistent with IOR (rules, grading policy, etc.)
4. Practice effective communication methods (regular TA meeting, emails, phone calls, etc.)
5. Keep documentation (e.g., TA meeting notes)

Grading

1. Is a Rubric available from the instructor?
 - Create a rubric
 - As you grade, make a list of topics that will be used for scoring.
 - Use your best students' tests as a standard.
 - Consider the flow of the writing.

Office Hours

1. Be there.
2. Have resources ready.
3. Give them enthusiasm and show them you care; this is where students grow to trust you and get the word out.