MOST IMPORTANT
• Worksheets!
• Prepare notes for section
• Be approachable

Discussion
• What to cover
  o Small concept review at the beginning
  o Lots of examples
    ▪ Give students time to work on problems and go over examples
  o Ask for discussion topics beforehand (via email or anonymous form)
  o Students doing worksheets
    ▪ Walk around to answer questions
      ▷ If many students don’t understand, review concept on board
• How to Spice up discussion
  o Activities to understand concepts
  o Variety in explanation
• Preparation
  o TAs should collaborate for consistency across sections
  o Anonymous feedback to gauge understanding
  o Follow professor’s lecture
  o Know professor’s expectations on topic
• Notes
  o Prepare notes or worksheets
  o Post notes online
  o Post solutions to examples after section
• Understanding student’s understanding
  o Body language
    ▪ Students understand
      ▷ Smiling
      ▷ Eye contact
    ▪ Students don’t understand
      ▷ No eye contact
- Staring at board
- Flipping through book
  - Students bored
  - Doing other homework
    - Probing students for answers and questions
      - Ask student and move on right away if no answer
      - Don’t ask same student
      - Take blind poll of understanding
- Use of board
  - Board organization
    - Board pattern (left to right)
  - Don’t reuse diagram over and over
  - Don’t erase right after writing on board
  - Write neatly
  - Write big
- Other or Extras
  - Other references
    - Online
    - books
  - Other suggested problems in book

Office Hours
- Accessibility
- Go to appointments!
- Answer email
- Give AIM SN (not required but nice)
- Be approachable!