

MOST IMPORTANT

- Worksheets!
- Prepare notes for section
- Be approachable

Discussion

- What to cover
 - Small concept review at the beginning
 - Lots of examples
 - Give students time to work on problems and go over examples
 - Ask for discussion topics beforehand (via email or anonymous form)
 - Students doing worksheets
 - Walk around to answer questions
 - If many students don't understand, review concept on board
- How to Spice up discussion
 - Activities to understand concepts
 - Variety in explanation
- Preparation
 - TAs should collaborate for consistency across sections
 - Anonymous feedback to gauge understanding
 - Follow professor's lecture
 - Know professor's expectations on topic
- Notes
 - Prepare notes or worksheets
 - Post notes online
 - Post solutions to examples after section
- Understanding student's understanding
 - 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!