

Math 495 Fall 2007 - Course Outline

Andrea Brose

9/24 Campuswide TA Conference

Intensive Training

Tuesday the 25th, 10am-5pm, MS 6620

1. 10:00-10:25 Welcome, Overview of Math 495 and Introduction of TACs (Brose)
2. 10:25-11:00 The Job (Brose, TA manual 4.2-4.4)
3. 11-11:30 Before Day One (TACs, TA manual 6.1)
4. 11:30-11:50 Day One (TACs, TA manual 6.2)
5. 11:50-12:00 TA/Faculty Relations (Brose)

6. 12:00-1:00 *Lunch* will be served.

7. 1:00-1:30 UAW - The TAs' Union
8. 1:30-1:40 The PIC Program (TACs, TA manual 4.3 and 6.7)
9. 1:40-2:30 TAing at UCLA (TACs)
 - (a) TAs in the SMC – Student Math Center (TACs, TA manual 5.2)
 - (b) TAs in Upper Division Courses (TACs, TA manual 4.3)
10. 2:30-2:50 Tea and Cookies Will be Served (UCLA)
11. 2:50-3:10 Micro Teaching Demonstration (TACs)
12. 3:10-5:00 Small Group Meetings:
 - (a) Importance of Preparation

- (b) Visits (of Experienced TAs by new TAs)
- (c) Micro Teaching Assignments and Videotaping
- (d) Observations (of New TAs by Mentor TAs)
- (e) General Discussion

Wednesday the 26th, 2pm-5pm, MS 6620

1. 2:00-2:50 After Day One: Weekly Discussion Sections: (TACs, TA manual 6.3-6.5)
 - (a) Managing Time; Encouraging Participation; Discipline Problems
 - (b) Homework Collection and Return; Readers.
2. 2:50-3:00 MyUCLA gradebook (TACs)
3. 3:00-5:00 Micro Teaching in the Following Rooms:
 - John MS 6221
 - Paul MS 3974
 - Zubin MS 6118
 - Andrea MS 6627

Weekly Fall Meetings

Weekly Fall meetings are held in **MS 6229** unless otherwise noted.

- 9/27 Academic Integrity (formerly “Examination Security and Cheating”) with speaker Brian Carlisle
- 10/4
- Proctoring Exams (TACs)
 - Grading Exams (TACs)
 - First Discussion Sections (everybody)
- 10/11 Undergraduate Panel (invited panelists)
- 10/18 Sexual Harassment presentation with speaker Pamela Thomason
- 10/25
- Observations (TACs visited new TAs)
 - Visits (new TAs visited experienced TAs)
- 11/1 Advanced Graduate students and new Ph.D. panel: grad school experience; balancing TA work and own work; choosing an advisor; dissertation research (invited panelists)
- 11/8
- Code of Conduct - Professionalism
 - DOs and DON'Ts
 - Resources
- 11/15 Office Hour - PIZZA will be served in **MS 6620 (the graduate lounge)**
- 11/29
- HTML and \LaTeX (TACs)
 - Evaluations for TAs (TACs, TA manual 6.8)
- 12/6
- Course evaluations for this course
 - Checklist