Tuesday, September 23rd, 10 am – 5 pm, MS 6629

1. 10:00 - 10:25 Welcome, Overview of Math 495 and Introduction of TACs (Olga Radko)
2. 10:30 - 11:00 The Job (Radko, TA manual 4.2 - 4.4)
3. 11:00 - 11:30 Before Day One (Will Conley, TA manual 6.1)
4. 11:30 - 11:50 Day One (Bryant Mathews, TA manual 6.2)
5. 11:50 - 12:00 TA/Faculty Relations (Radko)
6. 12:00 - 1:00 Lunch will be served
7. 1:00 - 1:30 UAW - The TAs' Union (UAW representative)
8. 1:30 - 1:40 The PIC Program (Paul Bunn, TA manual 4.3 and 6.7)
9. 1:40 - 2:30 TAing at UCLA

   (a) class web page
   (b) TAs in the SMA – Student Math Center (TA manual 5.2)
   (c) TAs in Upper Division Courses (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 TACs)
(e) General Discussion

Wednesday, September 24th, 2pm - 5 pm, MS 6629

1. 2:00 - 2:50 After Day One: Weekly Discussion Sections (Paul Bunn, TA manual 6.3 - 6.5)
   (a) Managing Time; Encouraging Participation; Discipline Problems;
   (b) Choosing problems to present;
   (c) Handling the homework and communicating with the readers.

2. 2:50 - 3:00 MyUCLA gradebook (TACs)

3. 3:00 - 5:00 Micro Teaching in the Following Rooms:
   - Paul: MS 3974 (SMC)
   - Bryant: MS 6620A (lounge)
   - Will: MS 6118
   - Olga: MS 6627