

## Time Management

- How to find out specifics of assignment? Contact instructor.
- Can you grade during class time? Depends on course.
- Plan research around class time – grading fit in
- How do we have other time for ourselves? Buy tickets, join sports team, etc.
- Keep track of your hours – especially e-mail – maybe set timer
- Can we post answers to common questions on WebCT? Yes, will stimulate discussion, don't post names!
- Who do you talk to if consistently over hours? 1. Talk to instructor 2. Talk to Shona 3. last resort, union rep
- Do we get paid biweekly or monthly? Biweekly.
- What if go over hours but students still need help? Maybe over 1 week, make up later, send to instructor
- What if big queue at office hours? May mean major miscommunication in class.
- Students who don't come to class and show up at office hours and expect to be taught individually? Make clear not appropriate.
- If 2<sup>nd</sup> term, when will I get details? Depends, if concerned, contact instructor.
- How to structure time in class? Plan ahead.
- How do multiple-section TAs get assigned to minimize in-transit time (if off campus)? Try and work out with course coordinator.
- Grade on the bus- max useful time
- Stop, start, continue – anonymously on paper
- How to access class as a whole – webct, make distribution list – pass list around section
- Use senior TAs' experience to help manage time
- What if no students show up during set office hours etc. until very last minute (a bunch of them)? Very appropriate to have them contact instructor, etc. - maintain your boundaries
- How soon should we respond to e-mail? Set clear times in beginning and hold to them
- Where do we hold office hours? Depends on course – some have TA Office space
- Set timer (lab) to keep students from absorbing all your time.
- Do hours/week fluctuate? Depends on course, it may
- Does it help to TA same course? Yes, but some people like the opportunity for diversity of learning