

**Graduate Student Orientation and TA Training – September 2009**  
**Department of Mathematics, University of Washington**

**Schedule At-a-Glance:**

Time	Wednesday Sept. 23	Thursday Sept. 24	Friday Sept. 25	Monday Sept. 28	Tuesday Sept. 29
9 am		Coffee & Bagels [All] in Math Study Center		<b>Math 125 Microteaching</b>  <b>&amp; Math 124 Workshop</b> [MathTA, AmathTA]	
9:30 am – Noon		<b>Introduction to Math TA-ing at UW</b> [MathTA, AmathTA, UTA]	<b>Workshop on Grading and Related Situations</b> [MathTA, AmathTA, UTA]		
Noon - 1 pm		Free time for lunch			
1 pm - 3:30 pm	<b>Orientation to the Math Department</b> [Math, MathTA AmathTA,UTA 1hr]	<b>Introduction to TA Skills</b> [MathTA, AmathTA, UTA]	<b>Workshop on Group Facilitation</b> [MathTA, AmathTA, UTA]	<b>Math 124 Microteaching &amp; Math 125 Workshop</b> [MathTA, AmathTA]	1-2pm: Math Library Open House (PDL C-306)  2-3:30 pm: Experienced Student Panel [Math, MathTA]
3:30pm-4 pm		Tea (and treats) in Math Lounge			
	<b>Picnic 5:30pm</b> [All]				

**Where are these sessions/events held?**

All sessions will be in the Math Study Center, B-014 Communications, except as follows:

- Tea will be in the Math Department Lounge, Padelford (PDL) room C-120/130.
- Wednesday's picnic will be held at Ravenna Park; see the Picnic flyer for a map and details.
- Locations for microteaching on Monday are listed in your Microteaching handout.

**Which sessions should you attend?**

- **[Math]:** New Math grad students who will *not* be TAs need only attend the departmental events, namely the Orientation on Wednesday afternoon and the Experienced Grad Student Panel on Tuesday.
- **[Math TAs]:** Math grad students who will be TAs at any point in the coming year (including summer quarter) should attend everything (except for the Course Workshops on Monday, if not teaching during Fall Quarter)
- **[Amath TAs]:** Applied Math students who will be TAs in the Mathematics Department any time this coming year should attend the first hour of Orientation on Wednesday afternoon, and all of Thursday, Friday and Monday training sessions (except the Course Workshops on Monday, if not teaching during Fall Quarter)
- **[UTAs]:** Undergraduate TAs for Math 134 or 334 should attend the first hour of Orientation on Wednesday afternoon, and all of Thursday and Friday training sessions.
- **[New TAs]:** All [MathTAs], [AmathTAs], and [UTAs].
- **[All]:** Everyone is invited to the social events (breakfasts, teas, and picnic).

## Graduate Student Orientation and TA Training – Schedule Details

### Wednesday, September 23

Time	Title	Location	[Who should attend]	Description
1- 2:00	<b>Introduction to the Math Department --- Math Study Center (MSC) [All].</b>			An introduction to various important people and services in the Mathematics department, plus and a few announcements by the Graduate Student Representative and a brief overview of TA Training by the TA Coordinator. <i>Amath students can leave after this part.</i>
2:00-3:30	<b>Introduction to the Mathematics Graduate Program --- MSC [Math, Math TAs]</b>			The department's Graduate Program Coordinator, Dan Pollack, will discuss the Mathematics Graduate Program.
<b>Homework:</b>	<b>Math Grad students:</b>			Get a computer account (PDL C-138) and register for at least one class. <b>[New TAs]</b> 1) Read Chapter 1, the first page-and-a-half of Chapter 2, and whichever section of Chapter 2 of the TA Manual, if any, corresponds to your teaching assignment. 2) Also, read CIDR Bulletin <i>What Helps Students Learn</i> (included in your TAT binder). 3) Do the calculus problems included after this handout.
				<i>Note: the last page of this handout has a complete list of all the homework for TA Training.</i>
5:30	<b>Picnic --- Ravenna Park [All -- optional].</b>			A chance to socialize with new graduate students and meet some other graduate students and faculty members. Dinner is provided -- see the included flyer for a map and details.

### Thursday, September 24

9:00	<b>Continental Breakfast---MSC [All -- optional].</b>			On Thursday and Friday morning during the training program we will provide a continental breakfast of bagels, juice, and coffee.
9:30-noon	<b>Introduction to TA-ing courses in Mathematics --- MSC [New TAs] .</b>			This session includes an overview of the freshman level courses typically taught by TAs, and a presentation on basic teaching skills.
1:00-3:30	<b>Issues in Teaching and Learning--- MSC [New TAs].</b>			How to create a safe and productive classroom environment. Also, issues related to disabled students will be discussed by Dyane Haynes, head of Disability Resources for Students.
3:30-4:00	<b>Tea --- Mathematics Lounge [All -- optional].</b>			Starting this week, and on class days throughout the year, tea and treats are served on weekdays at 3:30 in the Department Lounge. The teas give faculty and graduate students an opportunity to meet in an informal atmosphere.
				<b>Math Grad Students: Please see the Graduate Student Representative (Sasha Aravkin) at tea time to arrange to have your picture taken for the picture board.</b>
<b>Homework:</b>	<b>[New TAs].</b>			Prepare for Friday's sessions by reading Chapters 3-6 of the TA Manual, the CIDR Bulletin <i>Problem-Solving in Groups</i> (attached in this binder), and by grading the attached student papers. Pick up your course's textbook (from Math Advising, in Padelford Hall, Room C-36). Check the classroom you've been assigned (using the attached checklist). E-mail Steve Klee (the Lead TA) and your mentor to say hi (mention which course you are TA-ing.)

## Friday, September 25

- 9:00 **Continental Breakfast --- MSC [All -- optional].**
- 9:30-noon **Grading seminar --- MSC [New TAs].** A short course in grading math tests, including both general principles and "hands-on" practice. *Be sure to bring your solutions of the two sample problems and your three graded papers.* We also will discuss dealing with some problem situations that can arise in connection with tests and teaching.
- 1:00-1:30 Presentation about the TA union [New TAs].
- 1:30-1:45 Math Study Center overview (director Patrick Perkins) [New TAs]
- 2:00-3:30 **Group Facilitation Skills---MSC [New TAs].** An introduction to group work, discussion about its merits, and tips for facilitating groups. Some hands-on practice.
- 3:30-4:00 **Tea --- Mathematics Lounge [All -- optional].**
- Homework:** [New TAs] Read Chapters 7-12 of the TA Manual. Non-Math TAs, also read Chapter 13.
- Homework:** [New TAs] Prepare for Microteaching (see attached handout).

## Monday, September 28 (parallel sessions)

### Math 125 Mentor Groups (Joel's and Sweta's):

- 9-12 **Microteaching --- Various Rooms (see handout) [Math 125 Mentor Groups].**  
A chance to practice teaching and to see your teaching on videotape. Many new TAs say this is one of the most useful parts of TA Training. For more information see the handout on Microteaching.
- 2-3:30 **Math 125 Course Workshop -- MSC [New TAs teaching Math 125 this Fall].**  
Issues particular to Math 125. Also, meet your instructor.
- 3:30-4:00 **Tea --- Mathematics Lounge [All -- optional].**

### Math 124 Mentor Groups (Andrew's, Dan's, and Travis'):

- 10:30-12:00 **Math 124 Course Workshop --- MSC [New TAs teaching Math 124 this Fall].**  
Issues particular to Math 124. Also, meet your instructor.
- 1:00-4:00 **Microteaching --- Various Rooms (see handout) [Math 124 Mentor Groups].**  
A chance to practice teaching and to see your teaching on videotape. Many new TAs say this is one of the most useful parts of TA Training. For more information see the handout on Microteaching.
- Homework:** [New TAs]. Read Chapters 14-17 and 19 of the TA Manual before your first day in the classroom.

## Tuesday, September 29

- 1:00-2:00     **Mathematics Research Library Open House --- Mathematics Research Library [All -- optional].**  
The library is open for you to visit (3<sup>rd</sup> floor of Padelford, room C-306). A librarian will be available to introduce you to various library services and answer your questions.
- 2:00-3:30     **The Experienced Student Panel---Math Study Center [Math, Math TAs -- optional].**  
Get the students' perspective on math grad school, and find out about courses, instructors and research areas. There will be a brief discussion by a panel of advanced students, followed by questions; then the advanced students will be available for individual questions and discussion.
- 3:30-4:00     **Tea --- Mathematics Lounge [All].**
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### Homework Summary:

- **To do before Thursday:**
  - In the TA Manual, read Chapter 1 (Duties of TAs), the first page-and-a-half of Chapter 2 (Calculus and Pre-Calculus at UW), and the section of Chapter 2 corresponding to your teaching assignment.
  - Read the attached CIDR Bulletin *What Helps Students Learn*.
  - Do the calculus problems attached after this handout.
  - Get a computer account (PDL C-138), and register for at least one class (doesn't matter what).
- **Before Friday:**
  - In the TA Manual, read Chapters 3 through 6.
  - Do the calculus problems following this handout (if you haven't yesterday), and grade the attached student papers.
  - Read the attached CIDR Bulletin *Problem-Solving in Groups*.
  - Pick up your course's text (from Padelford Hall, Room C-36) if you haven't already done so.
  - Check out the classroom you've been assigned (using the attached checklist) .
  - E-mail Lead TA Steve (klees@math.washington.edu) with a message that mentions which course you are TA-ing, so that he can compile email lists. E-mail your mentor too, so that he/she can do the same.
- **Before Monday:**
  - In the TA Manual, read Chapters 7 through 12. TAs from departments other than Math should also read Chapter 13.
  - Prepare for Microteaching (see attached handout).
- **Before the first day you teach:**
  - Read Chapters 14 through 17 and Chapter 19 of the TA manual.
  - In the TA Manual, review Chapter 7 (Top Tips) and Chapter 9 (First Day).
  - Meet with the Instructor of the course that you are TA-ing, if you haven't already. Use the attached form to help remind you to ask all the relevant questions. (If your instructor is unable to come to the Monday session, you will have to make arrangements to do this on your own.)
  - Do any of the tasks listed in Chapter 8 ("Before the Quarter Begins") that you haven't completed already.
  - Look at the website(s) for your course. Note the schedule for the full quarter. Read all student information, assignments, worksheets, sample quizzes, etc., related to at least the first week (preferably two weeks) of the quarter.
  - Meet with your mentor to review your preparations for your first quiz section.